UNODC Vacancy Announcement

Post Title: National Programme Officer (Cybercrime)

Vacancy No.: ROSEAP/2022/SC/004

Duty Station: UNODC Regional Office for Southeast Asia and the Pacific Bangkok, Thailand

Type of Contract: Service Contract (SB-4/SC-8 level) Open to Thai national only

Remuneration: Starting Baht 1,145,400 per annum

Duration: One year with possibility of renewal subject to funding availability

Application deadline: Wednesday 10th August 2022 (Midnight Bangkok Time)

I. Organizational Context:

The United Nations Office on Drugs and Crime (UNODC) is a global leader in the fight against illicit drugs and international crime, including terrorism. It is a leading provider of specialized assistance to Governments for addressing the legal, criminal justice and rule of law aspects of counter narcotics, crime prevention and counter-terrorism. It operates in all regions of the world through an extensive network of field offices.

Under the overall supervision of the UNODC Regional Representative and direct supervision of the Regional Cybercrime Coordinator, the National Project Officer will be responsible to oversee the project implementation, ensure coordination and timely implementation of various planned project activities, fulfil the necessary management and reporting requirements and provide technical support to implementation of cybercrime-related activities in Southeast Asia and the Pacific. The NPO will also receive and act on requests for assistance from other UNODC initiatives having activities in Southeast Asia and the Pacific.

II. Functions/ Key Result Expected

Summary of Key Functions:

- Implementation of programme strategies
- Management of the UNODC programme
- Creation of strategic partnerships and implementation of the resource mobilization strategy

Ensures implementation of programme strategies focusing on achievement of the following results:

- Substantive input to the implementation of the activities in accordance with the work plan with a view to ensuring high-quality outputs;
• Planning, organization and delivery of technical assistance activities and contribution to the formulation of technical assistance tools;
• Coordinate day-to-day implementation of programme activities from substantive, administrative and financial points of view resulting in holistic and cross-practiced programme implementation;
• Draft detailed work plans, accompanying budgets and budget revisions for all activities;
• Support the establishment and strengthening collaboration and coordination with national, regional and international stakeholders in the field of cybercrime;
• Contribute to the outreach of UNODC’s mandate and technical assistance capabilities in the field of cybercrime prevention;
• Participate in field missions; provide substantive inputs to training, workshops and seminars and respond to demands for information on specific topics and participate in dissemination and briefing activities on relevant topics;
• Implement activities under the project by contributing to and ensuring coordination among the relevant national stakeholders in particular regarding reporting on delivery and sustainability of approaches;
• Coordinate effectively with the Thai authorities and relevant assistance providers in the field of cybercrime;
• Research and analyse information and reports from UNODC and other UN offices, governmental institutions, inter-governmental and non-governmental organizations (IGOs/NGOs), media reports and other relevant sources;
• Participate in effective management and delivery of the UNODC programmes within the substantive area specialization assigned focusing on quality control from formulation to implementation of the programme achieving the following results:

  • Timely and efficient project management, including project and budget revisions, reporting and monitoring, and provision of all necessary documents for efficient negotiations with external counterparts;
  • Develop monitoring and evaluation framework for programme implementation in accordance with UN rules as well as donor organizations’ requirements, and ensure timely and properly implementation of programme monitoring & evaluation plan.
  • Support preparation and timely submission of monthly, annual reports and final report;
  • Assist in managing, monitoring and evaluating grants as required;
  • Provide translation, including editing, as required.
  • Participate and deliver periodic assessments of the project progress and performance
  • Monitor and assess project performance, identify operational and financial problems, and develop solutions.
  • Prepare a variety of written outputs that relate to the implementation of the project, such as background papers, progress reports, mission reports, briefing, and presentations

Supports creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results:
Effective coordination and liaison with UNODC staff, stakeholders, regional actors, national and non-governmental actors;
Efficient communication and programme’s information flow with UNODC Cybercrime Coordinator regarding partnership with counterparts, in particular with law enforcement and criminal justice system;
Perform other duties as required.

III. Impact of Results:
Enhanced capacity of criminal justice and law enforcement officials in the region to prevent and fight cybercrime – Improved mechanisms for international cooperation in criminal matters related to cybercrime and related offences – Strengthened partnerships and synergies with internal and external stakeholders in the field of countering and preventing cybercrime and related offences.

IV. Competencies

- **Professionalism:** Sound knowledge of project management, including financial management, strategic planning, monitoring and reporting. Good knowledge and understanding of theories, concepts and approaches relevant to criminal justice in general and cybercrime in particular. Good knowledge of the mandates, priorities and operational modalities of UNODC’s crime prevention and criminal justice efforts. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgement and political sensibility.

- **Teamwork:** Ability to work collaboratively with others. Excellent inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity and gender.

- **Planning, organizing and managing performance:** Ability to plan own work, manage conflicting priorities and to use time effectively. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details. Sound organizational skills and time management skills, ability to prioritize own work programme and to work independently or with minimum supervision, ability to deliver assignments in a timely manner.

V. Qualifications and Background:

**Education:**
- Thai National with Advanced University degree (Master’s degree or equivalent) in IT, cybersecurity, law, international relations, criminology, criminal justice, political science, diplomatic studies, public or business administration or related field is required.
- A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university

**Experience:**
- At least two (2) years of work experience for Bachelor’s or up to two (2) years of Master’s holders is required in development assistance projects at national level in issues of criminal justice, gender and human rights is required.
- Experience in project formulation, implementation, monitoring, reporting and evaluation is required.
- Experience in implementing technical assistance in criminal justice-related matters is desirable.
- Experience of designing, organizing, planning, and implementing training sessions in cybercrime,
cybersecurity, online safety and/or digital forensics is desirable.

- Experience working with Governments, civil society, international organizations, and donors is desirable.
  Previous professional experience with the United Nations or other International Organizations is desirable.

**Language Requirements:**

- Excellent command of written and spoken English and local language.
- Knowledge of one or more of the national languages is highly desirable.
- Knowledge of other UN official languages is an advantage.

**HOW TO APPLY:**

Interested applicants should submit the following documents:

(a) Letter of interest clearly stating suitability for the position;
(b) UN Personal History Form and detailed curriculum vitae based on the criteria stated above.

UN Personal History Form can be downloaded from [http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html](http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html)

Please submit the application by e-mail to: unodc-roseaprocruitment@un.org

Application deadline **Wednesday 10th August 2022 (Midnight Bangkok Time)**

**Note:**
(a) Please clearly indicate the position you are applying for in the subject line of the email.
(b) Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered.

Due to the high volume of applications, only pre-selected candidates will be contacted.

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