



**UNODC Vacancy Announcement**

<b>Post Title:</b>	<b>National Programme Officer (Maritime Crime)</b>
<b>Vacancy No.:</b>	<b>POVIE-2022-001</b>
<b>Duty Station:</b>	<b>Hanoi, Vietnam</b>
<b>Type of Contract:</b>	<b>Service Contract (SB-4/SC 8) Open to Vietnamese national only</b>
<b>Contract Duration:</b>	<b>One year with possibility of renewal subject to funding availability and satisfactory performance</b>
<b>Application deadline:</b>	<b>Wednesday 13<sup>th</sup> April 2022 (Midnight Vietnam Time)</b>

**I. Organizational Context**

The UNODC Programme Office in Viet Nam works in partnership with the Government of the Socialist Republic of Viet Nam, maritime law enforcement agencies, stakeholders, donor partners and civil society to support the implementation of strategies and effective interventions to enhance the criminal justice system's responses to a myriad of challenges. The focus of this work is guided by UNODC mandates.

Under the direct supervision of the Global Maritime Crime Programme (GMCP) Regional Programme Coordinator for Southeast Asia and the Pacific in Bangkok, and the additional supervision of the Officer-in-Charge of the UNODC Programme Office in Viet Nam, the incumbent will be responsible for the general management and implementation of GMCP activities in Viet Nam, in accordance with UNODC rules and regulations.

In implementing the programme, the National Programme Officer will work in close collaboration with other UNODC programme officers, financial and administrative staff, technical advisors and experts, government officials, and other relevant stakeholders. The NPO may also receive and act on requests for assistance from other UNODC initiatives having activities in Southeast Asia and the Pacific

**II. Functions / Key Results Expected**

The incumbent will fulfil the following tasks;

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

- Assist the Regional Programme Coordinator in activities related to the management, implementation and monitoring of the Programme in Viet Nam.
- Provide substantive support to all Programme activities, including, organizing training activities, workshops and national and regional meetings;
- Provide oversight and report to the Regional Programme Coordinator on all GMCP initiatives in Viet Nam, including the oversight of GMCP assigned staff, consultants and office/admin-related responsibilities.
- Advise and support the Regional Programme Coordinator and national counterparts engaged in countering maritime crime on issues related to transnational organized crime in the region;
- Provide support to the Regional Programme Coordinator in reviewing and revising the budget and draft annual budget proposals;
- Identify and prioritize requirements for training activities, ensure appropriate nominations and arrangements;
- Identify consultancy needs, develop terms of reference for the proposed consultancies and assist in



- the identification, selection and recruitment of consultants and instructors;
- Support the Regional Programme Coordinator in day-to-day communication with counterparts in the region, including national and international counterparts and donors.
- Assist the Regional Programme Coordinator in administrative issues; monitor equipment, supplies and expenditure;
- Assist in the preparation of expert missions as required;
- Act as a liaison officer between the various agencies participating in the implementation of the Programme;
- Oversee the preparation of information materials (brochures, website, posters, etc.) in support of the GMCP and disseminate GMCP-related materials to governments, NGOs and the general public;
- Perform other duties, as required

**B) Participates in effective management of the programme focusing on quality control from formulation to implementation of the projects to achieve the following results:**

- Provide substantive and technical support, coordination and guidance for the development and implementation of the GMCP Programme in the region;
- Provide and disseminate the programme annual work plan, quarterly work plans for implementation in consultation with stakeholders, terms of reference and the UNODC's project related documentation;
- Maintenance of shadow budgeting to ensure that budgetary limits are not exceeded in accordance with UNODC budgetary provisions;
- Prepare work plans, monitoring reports (biennial and annual), background documents, mid-term evaluations and the final evaluation;
- Collect documents and keep files related to the Programme implementation.

**C) Maintain partnerships for project implementation with implementing partners focusing on achieving the following results:**

- Initiate and maintain partnerships with development partners, government institutions, private sector, civil society and other stakeholders to contribute to the achievement of project results;
- Provide secretariat services to working groups and meetings including the preparation and circulation of briefs, agenda notes to members/participants; compilation of background documentation; drafting of minutes of the meetings; monitoring of follow-up actions, etc.

**D) Provide quality support services to implementation of project focusing on achieving the following results:**

- Establish and update internal databases relevant to the scope of Programme's activities;
- Prepare substantive briefs on possible areas of cooperation and tracks timely receipt of pledged funds from the donor;

**E) Disseminate lessons learnt from designated projects and support to the promotion of cross-project and cross-unit knowledge sharing focusing on the following results:**

- Synthesize lessons learnt and best practices in programme support management;
- Contribute to knowledge networks and communities of practice and develop knowledge products related to the programme.

### III. Competencies

**Teamwork:**

- Good 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.



**Accountability:**

- Takes ownership for all responsibilities and honors commitments.
- Delivers output for which one has responsibility within prescribed time, cost, and quality standards.
- Operates in compliance with organizational regulations and rules.
- Supports subordinates, provides oversight and takes responsibility for delegated assignments.
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Communication:**

- Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience.
- Demonstrates openness in sharing information and keeping people informed.

**IV. Qualifications Requirements**

Education:	Master's degree in law, international maritime law, criminology, international relations or other relevant disciplines is required. A Bachelor's degree in the same areas with six years of relevant professional experience may be accepted in lieu of the Master's degree.
Experience:	<ul style="list-style-type: none"> <li>• Minimum of six (6) years of work experience (or four (4) years of work experience for master's degree holders) as a prosecutor, a senior officer in a maritime law enforcement agency/law enforcement agency, or a programme manager, is required.</li> <li>• Experience in managing development programmes based on results-based management and hands-on experience in programme monitoring, evaluation and reporting for documentation of programme results and impact is desirable.</li> <li>• Knowledge of UN/UNODC rules and procedures in relation to programme implementation, administration and reporting is desirable.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English and Vietnamese is required</li> <li>• Working knowledge of other UN language desirable</li> </ul>
Other:	<ul style="list-style-type: none"> <li>• Good inter-personal skills;</li> <li>• High sense of responsibility for achievement of successful programme outputs fulfilling success criteria and donor requirements.</li> </ul>

**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;
- (c) Copy of all education certificates.



Personal History Form can be downloaded from: <http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html>

**Please submit the application by e-mail to:** [unodc-roseaprecruitment@un.org](mailto:unodc-roseaprecruitment@un.org).

**Application deadline:** Wednesday 13<sup>th</sup> April 2022 (Midnight Vietnam 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.*