



**UNODC Vacancy Announcement**

<b>Post Title:</b>	<b>Programme Assistant</b>
<b>Vacancy No.:</b>	<b>POVIE-2022-003</b>
<b>Duty Station:</b>	<b>Hanoi, Vietnam</b>
<b>Type of Contract:</b>	<b>Service Contract (SB-3/SC 5) 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 22<sup>nd</sup> February 2023 (Midnight Vietnam Time)</b>

**I. Organizational Context**

The United Nations Office on Drug and Crime (UNODC) provides technical assistance related to combating terrorism, organized crime, corruption and drugs to requesting Member States. This assistance also supports States Strengthening criminal justice and health systems and to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights.

The UNODC Regional Office for Southeast Asia and the Pacific's (ROSEAP) Regional Programme outlines the proposed scope and focus of UNODC's work in the region for the years to come. It provides a framework for delivering a coherent programme of work to: (i) give clear focus to supporting Member States and regional partners in achieving priority crime and drug outcomes; and (ii) increase the responsiveness, efficiency and effectiveness of UNODC's support to the region.

The Regional Programme focuses primarily on crime and drug challenges that are best addressed through coordinated cross-border and intra-regional cooperation. There are five sub programmes under the Regional Programme.

- Transnational Organised Crime
- Anti-Corruption
- Terrorism Prevention
- Criminal justice systems
- Drugs and Health, and Alternative Development

**II. Functions / Key Results Expected**

**Summary of key functions:**

Under the direct supervision of the Team Leader of the Pool of Administrative Services and the additional supervision of the Officer-in-Charge of the UNODC Programme Office in Vietnam, the Programme Assistant will be responsible for providing a range of administrative and logistical support to the implementation of UNODC activities in country Vietnam. The activities to be supported may cover the full spectrum of UNODC mandate areas: counter-terrorism, organized crime, cybercrime, drug production and trafficking, criminal justice and prison reform, drug demand reduction and HIV/AIDS prevention and treatment, anti-corruption, anti-money laundering, etc.



### **Specific tasks to be performed by the Programme Assistant**

The incumbent will fulfil the following tasks:

- Assist in initiating and finalizing budget revisions, work plans, notes to the file, etc. to facilitate the implementation and monitoring of the assigned project activities;
- Organize international and national conferences, meetings, training and workshops held Vietnam, and travel to the events' location if needed;
- Prepare travel plans and organize travel dates for participants to UNODC events, and for UNODC staff as required. Prepare travel requests to be sent to the travel agents to issue air tickets, request payment of Daily Subsistence Allowances (DSAs) and terminal expenses when needed, and determine appropriate budget lines;
- Prepare any document required for consultants' contract issuance/management and follow up on payment requests of their fees as per their terms of reference;
- Provide support to assigned project and to relevant UNODC personnel in Bangkok on aspects related to the preparation of payment requests in the UNODC administrative systems (Umoja and FOHRM), as well as payment reconciliation and expenditure verification. Follow up with the UNDP Country Office on project expenditures and payments;
- Plan and organize the procurement of goods and services required for the assigned projects, ensure compliance with, and verify, regulations and procedures to be applied when procuring goods or services. Conduct low value procurement (up to US\$ 10,000) and initiate procurement processes for all types of goods and services required under the assigned projects;
- Collect and compare offers from vendors and liaise with the UNODC Procurement Team in Bangkok and relevant personnel at UNDP Country Offices to ensure abidance with relevant UN rules and regulations. Liaise with bidders and vendors, and follow up with suppliers and expeditors to ensure timely delivery;
- Complete administrative workflows in relation to the handover of equipment to Member States' institutions and liaise with the UNODC personnel in Bangkok in charge of asset management.
- Support the closing of administrative workflows in relation to the procurement of goods and services after they have effectively been received, and liaise with UNDP Country Offices and relevant UNODC personnel in Bangkok to provide/obtain the necessary documentation;
- Contribute to the development of administrative and financial guidance for UNODC programme personnel in the region, and contribute to exchange of information among colleagues to identify and spread best practices and experiences;
- Draft correspondence and contribute to project documents;
- Prepare informal translations and act as interpreter when required;
- Contribute to developing and maintaining a filing system for projects;
- Perform any other work-duties as required.

### **III. Competencies**

#### **Professionalism:**

Project administration experience and skills, and understanding of theories, concepts and approaches relevant to technical assistance and international relations. Knowledge of the mandates, priorities and operational modalities of UNODC. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.



**Communication:**

Effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize programmatic reports, project documents and other relevant materials.

**Planning, organizing and managing performance:**

Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details.

**IV. Qualifications Requirements**

<b>Education:</b>	<ul style="list-style-type: none"> <li>• Vietnamese national with secondary education preferably with specialized certification in areas directly relevant to administrative and/or financial management.</li> <li>• University Degree in Liberal Arts, Social Sciences, Business Administration, Hospitality Management, Accounting, Financial Management or other related filed is desirable, but it is not a requirement.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years (for secondary school graduates) or 3 years (for university degree holder) of relevant experience in the administrative/finance aspect of technical assistance delivery at the national or international level is required.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.) and knowledge of spreadsheet and database packages are required.</li> <li>• Working experience with web-based enterprise resource management systems is a requirement. Knowledge of Umoja is an advantage.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English and Vietnamese is required.</li> </ul>

**HOW TO APPLY:**

**Interested applicants should submit the following documents:**

- Letter of interest clearly stating suitability for the position;
- UN Personal History Form and detailed curriculum vitae based on the criteria stated above;
- Copy of all education certificates.

UN 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 22nd February 2023 (Midnight Vietnam Time)

**Note:**

- Please clearly indicate the position you are applying for in the subject line of the email.
- 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.*