



**UNODC**

United Nations Office on Drugs and Crime

## UNODC Vacancy Announcement

<b>Post Title:</b>	<b>Finance Assistant</b>
<b>Vacancy No.:</b>	<b>ROSEAP/2024/SC/007</b>
<b>Duty Station:</b>	<b>UNODC Regional Office for Southeast Asia and the Pacific Bangkok, Thailand</b>
<b>Type of Contract:</b>	<b>Service Contract (SB-3/SC-5 level) Open to Thai national only</b>
<b>Remuneration:</b>	<b>Starting Baht 603,280 per annum</b>
<b>Duration:</b>	<b>One year with possibility of renewal subject to funding availability</b>
<b>Application deadline:</b>	<b>Friday 27<sup>th</sup> December 2024 (Midnight Bangkok Time)</b>

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### I. Organizational Context

The United Nations Office on Drugs 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 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 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 SubProgrammes under the Regional Programme:

- Transnational organized crime
- Anti-Corruption
- Terrorism Prevention
- Criminal Justice Systems
- Drugs and Health, and Alternative Development

## II. Functions / Key Outputs Expected

Under the direct supervision of the Operations Manager and the additional supervision of the Deputy Regional Representative, the Finance Assistant will be responsible for providing a range of administrative and financial services to the implementation of UNODC activities.

### Summary of Key Functions:

- Provides financial support to the UNODC Regional Programme;
- Provides assistance to the implementation and monitoring of UNODC Regional Programme;
- Supports knowledge building and knowledge sharing;
- Provides accounting and administrative support to the UNODC Regional Programme

1. Provides financial services support to UNODC Regional Programme, focusing on achievement of the following key results:

- Support the Finance Team in liaising with Programme Assistants for the closing of financial transactions by reviewing document packages for the creation of service entry sheets and good receipts in the UNODC financial systems. This implies reviewing invoices from suppliers and matching them with initial/revised procurement requirements;
- Review and reconcile various clearing accounts, including UNDP inter-office vouchers for charges and service fees, for their upload in the UNODC financial systems. In doing so, liaise with Programme Assistants to ensure the correctness of documents received and of those to be uploaded;
- Submit VAT exemptions files to UNDP Country Offices;
- Create payments in the UNODC financial systems for vendors and follow up with Headquarters Sections.

2. Provides assistance to the implementation and monitoring of UNODC Regional Programme in the areas of budgeting and reporting, focusing on achievement of the following key results:

- Assists in the preparation of supporting documents (narrative and supporting tables) for the finalization of cost estimates and budget proposals;
- Supports UNODC officer(s) extracting information and generating expenditure reports from computerized information system databases; assists in preliminary analyses of the information and reports generated; and highlights areas of concern for the attention of the concerned officer(s);
- Reviews draft financial reports, verifying overall accuracy, consistency and uniformity in the presentation, cross-checks consistency of figures in tables with the text of the reports, and verifies references to other reports and documents, bringing errors to the attention of the concerned officer(s); ensures that all necessary corrections are incorporated in the reports; coordinates with other finance and budget staff on related issues during preparation of budget reports;
- When required, monitors overall financial situation of projects, and alerts concerned officer(s) on shortfalls.

3. Supports knowledge building and knowledge sharing, focusing on achievement of the following key results:

- Participates in training for operations/programme staff on finance;
- Contributes to knowledge networks and communities of practice.

4. Provides accounting and administrative support to UNODC Regional Programme, focusing on achievement of the following key results;

- Drafts routine correspondence with respect to enquiries related to financial and budget matters;
- Maintains and keep up-to-date files;
- Performs other work-related duties, as required.

### III. Impact of Results

Efficient and timely achievement of the results directly affects programme delivery. Inaccuracy in information supplied, inefficiency in support services provided, inadequacy in organizational and logistical arrangements made, and insufficient client orientation will have a significant negative impact on programme efficiency and on the Organization's reputation.

### IV. Competencies and Critical Success Factor

#### **Corporate Competencies:**

- Demonstrate commitment to Organization's mission, vision and values.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Functional Competencies:**

- **Professionalism:** Project administration experience and skills, and understanding of theories, concepts and approaches relevant to technical assistance and international financial rules and regulations. 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.
- **Planning and Organizational:** 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.
- **Teamwork and respect for diversity:** 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.

### V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Secondary Education, preferably with specialized certification in areas directly relevant to administrative and/or financial management. University Degree in liberal arts, social sciences, business administration, accounting, financial management or other related field is desirable, but not a requirement.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of five (5) years (for secondary school graduates) or two (2) years (for university degree holders) of relevant experience in the administrative/finance aspects of technical assistance delivery at the national or international level is required.</li> <li>• Experience in the use of computers and office software packages (MS Word, Excel, PowerPoint, etc.) and knowledge of spreadsheet and database packages are required.</li> <li>• Work experience with web-based enterprise resource management systems is required.</li> <li>• Knowledge of Umoja and UNDP systems is desirable.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English and Thai is required.</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. 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: Friday 27<sup>th</sup> December 2024 (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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