



UNODC

United Nations Office on Drugs and Crime

UNODC Vacancy Announcement

| | |
|------------------------------|---|
| Post Title: | National Programme Officer (Drugs and Precursors) |
| Vacancy No.: | ROSEAP/2024/SC/006 |
| 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: | Friday 20th December 2024 (Midnight Bangkok Time) |

I. Organizational Context

The Regional Programme (RP) for Southeast Asia and the Pacific is a comprehensive and integrated platform for UNODC's technical assistance in the region. Its overall objective is to strengthen the capacity of Member States and institutions to respond effectively and in a coordinated manner to challenges related to drugs, crime, and terrorism. Within the RP framework, UNODC has been implementing several projects aimed at supporting Member States in Southeast Asia and the Pacific in better addressing challenges related to drugs and precursors. These projects include the safe handling and disposal of drugs and chemicals in select countries, such as Cambodia, Lao PDR and Thailand.

This position is located at the UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP) in Bangkok, Thailand. The incumbent will work under the direct supervision and substantive guidance of the Drug and Precursor Programme Manager at ROSEAP, with additional supervision from the Regional Representative. The National Programme Officer will be responsible for technical coordination elements of drug and precursor-related projects under the UNODC RP.

II. Functions / Key Outputs Expected

Under the overall guidance of the UNODC Regional Representative, the incumbent will work under the direct supervision of the Drug and Precursor Programme Manager who oversees the implementation of all drug and precursor related projects of the RP.

In particular, the incumbent will fulfil the following tasks:

- Carry out the technical arrangements of the drug and precursor projects of ROSEAP project in cooperation with relevant colleagues at UNODC offices in Southeast Asia and the Pacific and HQ;
- Provide advice, when required, for the development, implementation and technical evaluation of the activities established in the project work plan;
- Act as a technical liaison, when required, with national authorities, international experts, UN agencies, and other bilateral and multilateral organizations, following up on communications with these organizations;
- Provide and maintain contact with trainers, experts, specialists, consultants and others on technical aspects for the implementation of project activities;
- Monitor and analyze the development and implementation of project activities in close cooperation with drug and precursor programme officers at ROSEAP and technical experts at HQ;
- Review relevant documents and reports, identify technical problems and strategies to address them, and initiate corrective actions when necessary;
- Carries out research on selected aspects of programmes, operations and other activities under Regional Programme to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- Contributes to the preparation of various written outputs, e.g. draft background papers, concept notes, analytical notes, sections of reports and studies, inputs to publications, etc.;
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.;
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities;
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.;
- Perform other tasks as needed.
- Perform other duties as may be required.

III. Competencies and Critical Success Factor

Professionalism:

- Knowledge and understanding of theories, concepts and approaches relevant to crime, especially organized crime and drug control issues and knowledge of the UN Conventions and mandates;
- Knowledge of policies, legislation and practices in the region related to drug control;
- Very good research and analytical skills;
- Ability to identify and contribute to the solution of problems/issues;
- Shows pride in work and in achievements;

- Demonstrates professional competence and mastery of subject matter;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Is motivated by professional rather than personal concerns;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations;
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing:

- Develops clear goals that are consistent with agreed strategies.
- Identifies priority activities and assignments; adjusts priorities as required.
- Allocates appropriate amount of time and resources for completing work.
- Foresees risks and allows for contingencies when planning.
- Monitors and adjusts plans and actions as necessary.
- Uses time efficiently.

IV. Recruitment Qualifications

| | |
|------------------------|---|
| Education: | <ul style="list-style-type: none"> • An advanced University degree (Master's degree or equivalent) in chemical engineering, industrial engineering, chemistry, forensic science, pharmacy or any other related fields. • 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: | <ul style="list-style-type: none"> • Applicants with a Master's degree (or equivalent) in a relevant field of study are not required to have professional work experience. Applications with a Bachelor's degree (or equivalent) are required to have a minimum of two (2) years of relevant professional experience in the area of chemical engineering, forensic science or other related areas. • Practical work experience in management, supervision or advice on industrial optimization processes is desirable. • Familiarity with technical assistance activities and experience in project development and management would be an asset. • Specific experience in supporting the implementation of programmes/projects in Asia Pacific region is an advantage. • Specific experience in supporting the implementation of drug forensic related programmes/projects is an advantage. |
| Language Requirements: | Written and spoken fluency in English is required. Working level knowledge of one or more languages of the Mekong region is an advantage. |

| | |
|--------|--|
| Other: | <ul style="list-style-type: none">• Open to Thai Nationals only;• Excellent document drafting and research skills;• Excellent inter-personal skills;• Knowledge and practical experience with United Nations programme policies, guidelines and procedures is an asset;• Strong presentation skills are also an asset. |
|--------|--|

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

Application deadline: Friday 20th 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.
