UNODC Vacancy Announcement

Post Title: National Programme Officer (Illicit Trade in Waste)

Vacancy No.: POVIE-2021-003

Duty Station: Hanoi, Vietnam

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

Contract Duration: One year with possibility of renewal subject to funding availability and satisfactory performance

Application deadline: Tuesday 26th October 2021 (Midnight Vietnam Time)

II. 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 of ROSEAP, and direct supervision of the Regional Unwaste Coordinator, the National Project Officer will be responsible to oversee the project implementation, ensure coordination and timely implementation of various planned project activities, fulfill the necessary management and reporting requirements and provide technical support to implementation of activities under the UNODC Regional Programme 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.

III. Functions / Key Results 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:

- Support the establishment and strengthening collaboration and coordination with national, regional and international stakeholders in the field of prevention of waste trafficking, illegal dumping and pollution;
- Contribute to the outreach of UNODC’s mandate and technical assistance capabilities in the field of countering environmental crime;
- Coordinate effectively with the Vietnamese authorities and relevant assistance providers in the field of preventing waste trafficking, illegal dumping and pollution;
- 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;
- 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;
- 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;
- Prepare the development of proposals and tools, in collaboration with Headquarters (HQ) and field offices, in areas of new forms and dimensions of transnational organized crime, especially waste trafficking, illegal dumping and pollution;

Participants in effective **management and delivery of the UNODC programme** within the substantive area of specialization, focusing on quality control from formulation to implementation of the programme and 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 proper 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 the **creation of strategic partnerships and the implementation of the resource mobilization strategy**, focusing on achievement of the following results:

- Effective coordination and liaison with other UNODC staff, stakeholders, regional actors, national and non-governmental actors;
- Efficient communication and programme’s information flow with the UNODC Unwaste Coordinator regarding partnership with counterparts, in particular with law enforcement and criminal justice system;
- Perform other duties as required.
IV. Impact of Results

National authorities are fully involved in the development of a dialogue to combat illicit movements of waste from the European Union (EU) towards Southeast Asia and to facilitate intra- and inter-regional dialogues at the policy level to promote partnership between the EU and Southeast Asian nations, in support of a circular economy approach.

V. Competencies

**Professionalism:** Sound knowledge of project management, including financial management, strategic planning, monitoring and reporting. Good knowledge and understanding of theories, concepts and practices relevant to combating illegal trade in waste. Has knowledge of international regulations, policies and practices, including specific technical knowledge relevant to law enforcement judiciary and prosecution practices related to illegal trade in waste. 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.

VI. Qualifications Requirements

**Education:** Vietnamese National with an advanced University degree (Master’s degree or equivalent) in law, international relations, criminology, environmental studies, political science or related fields 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 four (4) years of work experience for Bachelor’s or up to two (2) years of Master’s holders are required in the development of assistance projects at the national level on issues of environmental policies and trade regulations;
- Experience in project formulation, implementation, monitoring, and evaluation is required.
- Experience working with Governments, civil society, international organizations, and international donors is required.
- 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;
- (c) Copy of education certificates.

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-roseaprecruitment@un.org.

**Application deadline:** Tuesday 26th October 2021 (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.*