



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

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I. Position Information

Job Title: **National Programme Officer
(Maritime Crime)**

Position Number: N/A

Project Title/Department: **UNODC Office based
in Ha Noi, Viet Nam**

Duration of the service: **One year with possibility
of renewal subject to funding
availability and satisfactory
performance**

Reports to: **Programme Coordinator, GMCP
(Southeast Asia and Pacific), based in
Bangkok**

Proposed Grade/Level: **SB4 (SC-8/2)**

Approved Grade: **SB4 / SC-8**

Position Classified by UNODC:

Julien Garsany

Deputy Regional Representative

UNODC ROSEAP

Classification Approved by UNDP:

Tran My Hanh, Operation Manager

II. Job Purpose and Organizational Context

The UNODC Programme Office in Vietnam works in partnership with the Government of the Socialist Republic of Vietnam, 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 Vietnam, the incumbent will be responsible for the general management and implementation of GMCP activities in Vietnam, 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.

III. Duties and Responsibilities

The incumbent will fulfill 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 Vietnam.
- Provide substantive support to all Programme activities, including, organizing training activities, workshops and national and regional meetings;



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- Provide oversight and report to the Regional Programme Coordinator on all GMCP initiatives in Vietnam, 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;



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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.

IV. Competencies and Selection Criteria	
	<ul style="list-style-type: none"> • Demonstrating/safeguarding ethics and integrity • Demonstrate corporate knowledge and sound judgment • Facilitating and encouraging open communication in the team, communicating effectively
Core	
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
	Choose an item
Technical/Functional	
Results-Based Programme Development and Management Contributing to results through provision of information	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Job Knowledge/Technical Expertise Fundamental knowledge of processes, methods and procedures	Level 2: Technical Assistance: Performs defined tasks efficiently and deepens knowledge of area of work

V. Recruitment Qualifications	
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 four years of relevant professional experience may be accepted in lieu of the Master's degree.



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Experience:	<ul style="list-style-type: none">• Minimum of six (6) years of work experience (or two (2) years of work experience for Master degree holders) as a prosecutor, a senior officer in a maritime law enforcement agency/law enforcement agency, or a programme manager, is required.• 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.• Knowledge of UN/UNODC rules and procedures in relation to programme implementation, administration and reporting is desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
Language Requirements:	Proficiency in English. Working knowledge of other UN language desirable
Other:	<ul style="list-style-type: none">• Good inter-personal skills;• High sense of responsibility for achievement of successful programme outputs fulfilling success criteria and donor requirements.

VI. Signatures- Post Description Certification

Primary Supervisor

Shanaka Jayasekara
Programme Coordinator, GMCP (Southeast Asia and the Pacific) Signature

Date : 31/08/2020