



UNODC Vacancy Announcement

Post Title:	Operation Officer
Vacancy No.:	POVIE-2021-004
Duty Station:	Hanoi, Vietnam
Type of Contract:	Fixed-Term Contract (NO-A) Open to Vietnamese national only
Contract Duration:	One year with possibility of renewal subject to funding availability and satisfactory performance
Application deadline:	Tuesday 14th December 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 Deputy Regional Representative of ROSEAP and direct supervision of the Operations Manager (based in Bangkok) & the Programme Manager(s) of the assigned projects, the Operations Officer provides leadership in the execution of administrative/financial services for the UNODC Programme Office in Viet Nam and ensures the effective delivery of the assigned projects. The Operations Officer promotes a client-oriented approach consistent with UNODC and UNDP rules and regulations.

The Operations Officer acts as Team Leader of the Administrative Support Services and supervises all Programme Assistants at the UNODC Programme Office in Viet Nam. The Operations Officer works in close collaboration with the UNODC Senior Management Team, project teams, the Core Team at the Regional Office in Bangkok, UNDP operations units in various countries, and UNODC Headquarters to solve complex operational/administrative matters, reporting and programme-related issues, and to inform on delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Provides support to the formulation of strategies and the implementation of the assigned projects;
- Acts as Team Leader of the Administrative Support Services at the UNODC Programme Office in Viet Nam
- Acts as Buyer for procurement processes

1. Provides support to the **formulation of strategies and the implementation of the assigned projects**, focusing on achieving the following:

- ☐ Assistance in the project development and formulation, and participation in the preparation of activities in consultation with programme manager(s) concerned;
- ☐ Monitoring the implementation of and undertake all administrative arrangements for the assigned projects, in coordination with programme manager(s) concerned;
- ☐ Coordination of reporting and supporting assigned projects in relations to the preparation of workplans, quarterly reports, annual reports;
- ☐ Being in charge of finance management of the assigned projects, including the development of costed



workplan; arrangements to initiate and close transactions and payment requests;

- ❑ Preparing all logistical arrangement and attending to meetings, seminars, official missions, and tripartite review meetings in relation to the implementation of the assigned projects;
- ❑ Coordinating international recruitments with the managers of the assigned projects;
- ❑ Making fund commitments and preparing the recruitment of consultants for the assigned projects;
- ❑ Under the assigned projects, contacting at working level government officials, counterparts, UN agencies and other international organizations, NGOs, diplomatic missions on various subjects to facilitate project implementation.

2. Acts as **Team Leader of the Administrative Support Services** at the UNODC Programme Office in Viet Nam, focusing on achieving the following results:

- ❑ Supervising and assessing the performance of all the Programme Assistants at the Programme Office, and advising staff on finance and budget issues, UN rules, tracking the use of financial resources in UNODC systems;
- ❑ Acting as the Viet Nam focal point for the Regional Office for the Annual Internal Oversight Reports, Summaries of Achievement, following up on the closing of transactions for all projects operating in the country, year-end checklist, etc.;
- ❑ Being involved in the One UN Joint Programme Group meetings and activities on behalf of UNODC, and being the focal point for the One UN Viet Nam (e.g. Common Budgetary Framework reports, Business Operation Strategy, UN Operation Management Team, common premises budget, common back office, Local Salary Survey Committee, etc.) in close consultation with the Core Team at the Regional Office;
- ❑ Coordinating with the Core Team at the Regional Office on general operating cost for the Programme Office in Viet Nam: checking allotments to ensure that funds are spent in accordance with the overall projects' budget; maintaining monthly/yearly status report for the office general operating budget;
- ❑ Supporting auditing and evaluation missions to Viet Nam and acting as focal point for asset inventory (physical check and write off), protocol for important UNODC missions, IT and VAT (value added tax) refund procedure;
- ❑ Preparing reports on office personnel and internships to the Regional Office and UN-DSS in Viet Nam as required;
- ❑ Acting as petty cash custodian for the Programme Office in Viet Nam.

3. Acts as **Buyer for procurement processes**, focusing on achieving the following results:

- ❑ Making full Purchase Order (PO) for all projects at the Programme Office and creating invitation to bidders in Umoja (RFx);
- ❑ Being involved in the evaluation of all Low Value Acquisitions for Goods and Services supporting projects in the country;
- ❑ Advising on the creation of Business Partners profiles in Umoja;
- ❑ Organizing briefings/training for the all project staff on procurement processes and procedures;
- ❑ Updating the annual procurement plan for the Programme Office and the lists of PO commitments;
- ❑ Consulting with Regional Office and project teams on ad-hoc procurement exercises;
- ❑ Acting as focal point with UNDP on procurement issues/updates.



IV. Impact of Results

The information provided facilitates decision making of the management. The key results have an impact on the overall office programme efficiency and success in implementation of programme strategies. Accurate analysis and presentation of information will enhance the UNODC Office in Vietnam and overall contribution to the development of Vietnam.

V. Competencies

- ❑ **Professionalism:** Knowledge and understanding of administration and program management & implementation support. Ability to perform a variety of specialized tasks related to supporting to design, planning and implementation of programme, managing data, reporting and inter-related complex administrative services. Good knowledge of Umoja Production System. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- ❑ **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.
- ❑ **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; communicates clearly and effectively, asks questions to clarify, and exhibits interest in having two-way communication, demonstrates openness in sharing information and keeping people informed.

VI. Recruitment Qualifications

Education:

- Vietnam National with advanced University degree or equivalent in business or public administration, project management, and social science or related fields is required or a first University degree in similar fields in combination with additional years of qualifying experience.

Experience:

- A Minimum of two (2) years work experience for Bachelor's or up to two (2) years of Master's holder of progressively responsible experience in administration or programme is required at the international level.
- Experience in financial management and the implementation of international technical projects is required;
- Experience in working with web-based management systems is required;
- Experience in one or more UNODC mandate areas is desirable;
- Experience in working with international organizations is desirable;
- Computer literate, fully competent in MS-Office based applications (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages is desirable;



	• Experience in working in multi-cultural teams is desirable.
Language Requirements:	• Fluency in English and national language of the duty station.

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) Copies of 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.

Application deadline: Tuesday 14th December 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.