



## I. Position Information

Job Code Title:	National Programme Assistant (Sup-programme 1 – Border Management and Illicit Trafficking)
Pre-classified Grade:	SB3 (SC6)
Contract Type:	Service Contract
Supervisor:	National Programme Manager

## II. Organizational Context

This position is located in the United Nations Office on Drugs and Crime (UNODC) in the Islamic Republic of Iran – Tehran. Under supervision of the National Programme Manager, reporting to the UNODC Country Representative, the National Programme Assistant will be responsible for providing administrative support to the management of Sub-Programme 1 of UNODC Country Partnership Programme in Iran (2023-2026). On day-to-day basis, the National Programme Assistant will work in close collaboration with the National Programme Manager, Programme Support Unit (PSU), and other programme staff, as well with the UNODC Headquarters and Regional Programme for Afghanistan and Neighbouring Countries, to exchange information and support programme implementation and delivery of activities.

## III. Functions / Key Results Expected

- Provide support with respect to the preparation of project documents and budgets;
- Prepare, maintain and update files (electronic and paper) and internal databases;
- Assist with the organization of missions, conferences, workshops, seminars, and meetings;
- Prepare preliminary budget outline, invitation letters, book conference/meeting facilities and accommodation for participants;
- Keep all records of all expenditure in compliance with UN rules and regulations;
- Assist with the recruitment of consultants including completion of personnel action form and verification of documentation required to process this in a timely manner;
- Liaise with UNODC national counterparts for monitoring the progress of activities;
- Draft and prepare correspondence and ad-hoc reports as required;
- Perform other administrative duties including translation and editing of communique and reports, arranging staff travel and etc;
- Do market search, draft relevant Terms of Reference, submit Shopping Carts and liaise with UNODC Headquarters or UNDP procurement unit for procurement activities;
- Liaise and coordinate with UNODC Iran Programme Support Unit (PSU) and UNODC Vienna Headquarters on administrative and financial issues; and
- Perform other relevant duties as assigned by supervisor.



## IV. Impact of Results

The key results have an impact on the proper action and efficiency of Sub-Programme 1 of UNODC Iran. The incumbent's own initiative is decisive in results of work and timely finalization.

## V. Competencies

**Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Shows pride in work and in achievements; 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.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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 & 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.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; takes personal responsibility for his/her own shortcomings, where applicable.

<b>VI. Recruitment Qualifications</b>	
Education:	University Bachelor's degree or higher in social or political sciences, computer sciences, international relations, management, law, business, public administration, economics, or other relevant degrees.
Experience:	<p>Three (3) years of relevant administrative and project/programme support experience is required at both national and international level with Bachelor's degree, or two (two) years of experience with Master's degree or higher.</p> <p>Experience in the usage of computer and Office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems.</p> <p>Experience within the UN system or International Non-Governmental Organization (INGOs) would be an asset.</p> <p>Experience of work with design software (including Adobe After Effects, Photoshop, etc.) for preparing banners, name tags, catalogues, stands, etc. is an asset.</p> <p>Experience of UNODC online platform (i.e. UMOJA) is an asset.</p>

UNODC is committed to promoting gender equality and human rights standards. The women candidates and persons with disabilities or special health conditions are also encouraged to apply.

Interested applicants are invited to send their P11s in English to the below email:  
[Ninette.haghverdian@unodc.org](mailto:Ninette.haghverdian@unodc.org)

Please mention **ODC/SC/2024/02** National Programme Assistant (SP1) in the subject box of your email.

Deadline: 23 April 2024 (Close of business at 16:00 hours)