



## Terms of Reference

### I. Position Information

Job Code Title: National Programme Assistant for UNODC Country Programme in the Islamic Republic of Iran under Crime, Justice and Corruption sub-programme 3

Supervisor: UNODC Iran Coordinator of Crime, Justice and Corruption sub-programme 3

Contract Type: Service Contract (SC6)

Duration: End December 2015 (with the possibility of extension)

Duty Station: Tehran-Iran

### II. Organisational Context

Under the overall guidance of the Deputy Representative of the UNODC Country Office in Iran and the direct supervision of the UNODC Iran Coordinator of the Crime, Justice and Corruption Unit, the National Programme Assistant provides programme support services to Sub-Programme 3 Unit, ensuring high quality, accuracy and consistency of work.

The National Programme Assistant works in close collaboration with the Programme Coordinator of Sub-Programme 3 of the UNODC Country Programme for Iran, Programme Support Unit (PSU), Monitoring and Advocacy Unit (MAU) and other programme staff, as well as with the UNODC Headquarters to exchange information and support programme delivery, as required and need be.

### III. Functions / Key Results Expected:

1. Support **formulation of programme strategies** in line with UNODC mandate in the field of Crime, Justice and Corruption as well as compile relevant documents and reports based on collection, analysis and presentation of information for identification of areas for support and programme formulation/and implementation.
2. Provide support for substantive **research and analysis**, by carrying out database searches and obtaining and collating information directly related to the programme and related matters;
3. Provide effective support to **the Management of the Country Office** in the following areas:
  - preparation of the work plan and update monitoring tables;
  - ensuring a timely implementation of tasks assigned by programme management with particular emphasis on programme activities;
  - collation and presentation of information for audit and evaluation of the project;
  - planning, organisation and implementation of relevant evaluations;

- preparation of programme/budget revisions and amendments in ProFi;
  - organize and prepare draft reports of Project's Steering Committees and with other domestic and international entities.
4. Provide **administrative support to the Sub-Programme 3**, focusing on achievement of the following results:
    - plan, organise, monitor and report on the implementation of study missions, workshops, seminar, expert/consultant missions, and any other activity related to programme implementation;
    - preparation of relevant programme documentation;
    - ensure relevant correspondence and financial procedures, liaising with counterparts;
    - support the selection, recruitment and activities of national and international consultants, interns and volunteers;
    - ensure proper filing and collecting relevant documentation.
  5. Supports **knowledge building and knowledge sharing** in the Country Office focusing on achievement of the following results:
    - participate in the trainings for the operations/ projects staff on programme;
    - contribute to more effective networking with relevant national and international counterparts.
  6. Perform other tasks upon request and as required and according to UN rules and regulations.

#### **IV. Impact of Results**

The key results have an impact on the effectiveness and efficiency of the Sub-Programme 3 of UNODC Iran work at country level. Successful accomplishment of given tasks will be reflected in the domestic improvement of Iranian capacity to tackle Transnational Organized Crime, Anti Money Laundering, Anti Corruption, and the promotion of Mutual Legal Assistance and Cooperation.

It will also strengthen the capacity of the Office and promote the image of UNODC as an effective contributor in the areas of crime, justice and corruption.

The incumbent's own initiative is decisive in results of work and timely finalization.

#### **V. Competencies**

##### **Corporate Competencies:**

- Demonstrate commitment to UNODC mission, vision and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Good communication and inter-personal skills;
- Ability to work in an international environment.

##### **Functional Competencies:**

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development based on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

#### Self Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure.

## **VI. Recruitment Qualifications**

**Education:** University Degree in International Law, Economics, Business, Management, Political Science and other related fields to the work of the Crime, Justice and Corruption Unit. Advanced courses of studies on Rule of Law, security, international cooperation or development are an asset.

**Experience:** Three to Five years relevant administrative and programme/project management experience is required at both national and international level. Academic qualifications beyond the requirements outlined above may serve in lieu of experience. Experience within the UN system is an asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems. Experience from the United Nations, Embassies and/or NGOs is an asset.

**Language Requirements:** Fluency in English and Farsi, both written and spoken is required. Knowledge of another UN language is a plus.