

TERMS OF REFERENCE

I. Position Information	
Job Title:	Regional Programme National Assistant
Pre-classified Grade:	SC-6
Department/Project Title:	United Nations Office on Drugs and Crime, RER/V09 “Sub-programme 3 of the Regional Programme on Afghanistan and Neighbouring Countries - Prevention and Treatment of Addiction Among Vulnerable Groups”
Duration:	3 months with possible further extension
Duty station:	Tehran, Islamic Republic of Iran
Reports to	SP-3 Programme Coordinator

II. Organizational Context
<p>Under the overall guidance of the Deputy Representative of the UNODC Country Office I.R. of Iran and the direct supervision of the Coordinator Sub-programme 3 Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries, the Regional Programme National Assistant provides programme support services ensuring high quality, accuracy and consistency of work regarding the Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries.</p> <p>The Regional Programme National Assistant works in close collaboration with the Deputy Representative, the Regional Programme Team, the DDR/HIV Unit, the Programme Support Unit and other programme staff in the area of the Regional Programme as well with the UNODC Headquarters to exchange information and support programme delivery.</p>

III. Functions / Key Results Expected
<p>Summary of Key Functions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist the Regional Team and Coordinator sub-programme 3 of Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries <input type="checkbox"/> Administration of budgets and cost recovery system. <input type="checkbox"/> Implementation of Logistics strategies. <input type="checkbox"/> Facilitation of knowledge building and knowledge sharing
<ol style="list-style-type: none"> 1. Assist the Regional Team and Coordinator sub-programme 3 of Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries, focusing on achievement of the following results:

<ul style="list-style-type: none"> <input type="checkbox"/> Ensure timely implementation of the Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries as well as compile relevant documents and reports based on collection, <input type="checkbox"/> Analysis and presentation of information for identification of areas for support and programme formulation/and implementation.
<p>2. Provide support for substantive research and analysis, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Database searches and obtaining and collating information directly related to the programme and related matters.
<p>3. Provide effective support to management of the Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preparation of the work plan, its update and monitoring table; <input type="checkbox"/> Ensuring a timely implementation of task assigned by programme management with particular emphasis on programme activities; <input type="checkbox"/> Collation and presentation of information for audit and evaluation of the programme; <input type="checkbox"/> Planning, organisation and implementation of relevant evaluations; <input type="checkbox"/> Uploading the relevant documents to the programme in the ProFi, assistance in preparation of budget revisions, determination of funding gaps, and smooth progress in the programme cycle; <input type="checkbox"/> Organize and prepare draft reports of Programme's Steering Committees and with other domestic and international entities.
<p>4. Provide administrative support to the Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan, organise, monitor and report on the implementation of study missions, workshops, seminar, expert/consultant missions, and any other activity related to programme's implementation; <input type="checkbox"/> Preparation of relevant programme documentation; <input type="checkbox"/> Ensure relevant correspondence and financial procedures, liaising with counterparts and donors; <input type="checkbox"/> Support the selection, recruitment and activities of national and international consultants, interns and UN volunteers; <input type="checkbox"/> Ensure proper filing and collecting relevant documentation.
<p>5. Supports knowledge building and knowledge sharing in the Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contribute to more effective networking with relevant national and international counterparts.

IV. Impact of Results

The key results have an impact on the proper action and efficiency of the Regional Programme for Promoting Counter Narcotics Efforts in Afghanistan and Neighbouring Countries of UNODC. Successful accomplishment of given tasks will be reflected in the domestic improvement of prevention and treatment of drug dependence among vulnerable groups.

It will also strengthen the capacity of the Office and promotes the image of UNODC as an effective contributor to the Regional Programme.

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

V. Competencies

Corporate Competencies:

- Demonstrate commitment to UNODC mission, vision, competencies 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 and multinational 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 Humanities Economics, Public Health, Management, Political Science and other related fields to drug demand reduction and HIV Control and programme management. Advanced courses of studies in drug demand and harm reduction, international cooperation and development matters are an asset
Experience:	3 years of relevant work experience with relevant administrative and programme/project management is required. Excellent computer skills including word processing, data base spreadsheet and packages,

	experience in handling of web based management systems is required. UNODC experience in the area of drug demand reduction and HIV prevention and care is an asset. Experience and skilfulness in programme financial monitoring and management is considered an asset. Experience with UNODC, other sister agencies, Embassies and/or NGOs is an asset.
Language Requirements:	Fluency in English and Farsi, both written and spoken is required. Knowledge of Russian/Dari is an asset. Knowledge of another UN language is a plus.

Presentation of Offer

The following documents are requested:

- a) **Personal P11**, indicating all past experience from of similar experiences, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (Annex I);
- b) **Brief description** of why you consider yourself as the most suitable for the assignment.

Interested candidates are invited to send the above mentioned documents to ninette.haghverdian@unodc.org making sure to mention their “Name” and “Vacancy for “Regional Programme National Assistant” in the subject line of their email. For any inquiry please contact Ms. Mitra Ahmadinejad at mitra.ahmadinejad@unodc.org .

Deadline: Monday, August 31, 2015

Only shortlisted candidates will be contacted