**Name of Position:** Internship

**Organization/Unit:** UNODC – Crime, Justice and Corruption Unit

**Duty Station:** Tehran – Islamic Republic of IRAN

**Supervisor:** Mr. Sefat Shemirani (National Programme Coordinator)

**Time Frame of Assignment:** September to December 2014

**The incumbent will work:**

* Under the direct supervision and guidance of the National Programme Manager/ Coordinator and the overall guidance of the UNODC Iran Deputy Representative and Representative;
* In close cooperation with CJCU’s staff and UNODC Office staff.

**Duties and Responsibilities:**

The incumbent will ensure:

* Administrative support to the Sub-Programme 3 assistant and managers;
* Assisting CJCU in implementation of Country Programme's workshops, seminars, study missions, training;
* Assisting CJCU in preparation of reports of programme’s activities;
* Assisting proper filing and collecting relevant documentation.
* Performing research/study on Transnational Organized Crime (TOC) and Anti-Money Laundering (AML) related matters at the country level as required;
* Performing any other duties as requested by supervisors in line with programme’s requirements.

**Competencies and Skills:**

* The incumbent must be currently enrolled in BA or MA program preferably in political science, social sciences and/or law;
* Team working spirit;
* Previous experiences in other International Organizations are an asset.

**Languages:**

Fluency in written and spoken English required.

Please send your info to fo.iran@unodc.org