I. Position Information

Job Title: Individual Contractor (Developing of Reports and M & E)
Vacancy Number: ODC-DDR-IC1
Pre-classified Grade: Individual Contract (IC)
Department: UNODC Iran – Drug Demand Reduction Unit
Duty Station: Tehran – Iran
Duration: 20 October 2019 – 31 March 2020

II. Organizational Context

Under the direct guidance of the Senior Expert and Coordinator of the DDR/HIV Unit (Sub-programme 3 of UNODC Country Partnership Programme) and the overall supervision of the Country Representative, the individual contractor provides expertise and skills for the performance of a set of tasks of high quality, accuracy and consistency of work regarding the project and drug demand reduction (DDR) activities.

The individual contractor works in close collaboration with the programme staff, Programme Support Unit (PSU), to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

The purpose of this individual contract is to support the DDR unit of UNODC Iran by developing of reports/communication content and supporting evaluation exercises.

1. Developing reports and supporting M & E focusing on achievement of the following results:

- Take minutes of the meetings;
- Support with coordination, and logistics for meetings and calls in close coordination with national and international counterparts to ensure timely arrangements of the activities;
- Prepare key required documents for the meetings/conferences including pre – post tests according to the subject of the event;
- Prepare comprehensive reports of trainings and meetings.
- Prepare analytic reports on activity implementation findings.
- Supports data collection and entry in the context of DDR activity implementation
- Support pre-post- intervention evaluations and preparation of quantitative and qualitative reports.
- Assist with the execution of the communication strategy and activities to promote effective communications with external and internal partners for DDR/UNODC Iran;
- Support the writing, production and dissemination of social media content;
- Provide inputs for the concept of various publications (flyer, brochure, banner and video) of DDR program.
- Shadow at conferences and meetings to gain experience and develop understanding of UNODC’s work;
1. Assist in drafting and translation of reports, web stories, MoMs and letters on the activities in English and Persian;

2. Ensures proper filing of the documents.
3. Perform any other administrative tasks required by the supervisor.

IV. Impact of Results

The key results have an impact on the execution of the DDR/HIV Unit of COIRA in terms of quality and accuracy of work completed. Providing support to the management of DDR Unit and a client-oriented approach enhance UNODC Iran's capability in the programme management.

V. Working Schedule

The individual contractor requires to be present at the UNODC Iran office for at least 3 working days, ensuring to cover the core hours of the office from 10 a.m – 16 p.m,

The contract will cover the duration of 20 October 2019 to 31 March 2020.

VI. Schedule of Payments

Payment under this contract will be based on a daily fee and closely linked to deliverables set in the financial proposal and satisfactory performance evaluated by the direct supervisor.

VII. Recruitment Qualifications

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<th>Education:</th>
<th>Minimum Bachelor degree in the field of humanities or health sciences.</th>
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| Experience: | • high command in the usage of computers and office software packages (MS Word, Excel, etc)  
• Proven experience of working in the field of Drug Demand Reduction.  
• Experience of work with UN agencies is an asset |
| Language Requirements: | • Native English speaker  
• Good knowledge of Farsi |
Method of Application

Applicants are required to fill the P11 form accompanied by a statement of interest, CV and a financial proposal (form attached).
All applications should be addressed to Ms. Ninette Haghverdian (ninette.haghverdian@un.org) mentioning vacancy number in the subject line of the email. For any inquiries please contact Ms. Morvarid Bahram Javidi at Morvarid.javidi@un.org

Deadline: 13 October 2019.

This position is open only to Iranian nationals.

Only short-listed candidates will be contacted for further evaluation.