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| **I. Position Information** |
| Job Title: **Individual Contractor (Implementation assistant)**Vacancy Number**: ………..**Pre-classified Grade: **Individual Contract (IC)**Department**: UNODC Iran – Regional Programme for Afghanistan and Neighbouring**  **Countries (Regional Programme**)Duty Station: **Tehran – Iran**Duration: **01 November 2019 – 31 May 2020** |

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| **II. Organizational Context** |
| Under the direct guidance of the Management Focal Point of the Regional Programme based in Iran 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 implementation of the Regional Programme’s activities.The individual contractor works alsoin close collaboration with programme staff, the Programme Support Unit (PSU) of COIRA and Regional Programme to exchange information and ensure consistent service delivery. |

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| **III. Functions / Key Results Expected** |
| * The purpose of this individual contract is to support the UNODC Regional Programme in implementation of the activities under four sub-programmes.
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| 1. Support implementation of the activities for four sub-programmes in the framework of the Regional Programme focusing on the achievement of the following results:
* Assist in organizing the events or workshops convening under Regional Programme;
* Assist in data analytics and data management and compile it as a report and presentation to assess the objective situation and on-going trends relevant to the Regional Programme;
* Ensure to conduct data entry based on requirements of four Sub-Programme’s projects;
* Assist in data analytics and data management and compile it as a report and presentation to assess the objective situation and on-going trends relevant to the Regional Programme;
* Assist in drafting reports, MoMs and letters on the RP activities in English and Persian;
* Assist with field visits, local authorities, donors, communities and other stakeholders and partner organizations with regard to the Regional Programme and activities;
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| * Assist RP Management Focal Point including but not limited to drafting reports of the meetings, correspondence, MoMs, letters, web stories, pre-post tests, follow-ups, and communication according to the requirements of the Regional Programme.
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| 1. Ensures **proper filing** of the documents.
2. Perform any other administrative tasks required by the supervisor.
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| **IV. Impact of Results** |
| The key results have an impact on the execution of the activities of four sub-programmes of the Regional Programme in terms of quality and accuracy of work completed. Providing support to the RP Management Focal Point and a client-oriented approach enhancing UNODC Regional Programme for Afghanistan and Neghibouring Countries' capability in the programme management. |

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| **V. Working Schedule** |
| The individual contractor requires to be present at the UNODC Iran office for at least 4 working days, ensuring to cover the core hours of the office from 9 a.m. – 16 p.m.The contract will cover the duration of 01 November 2019 to 31 May 2020. |

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| **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. |

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| **VII. Recruitment Qualifications** |
| Education: | Minimum Bachelor degree in relevant disciplines |
| Experience: | * High command in the usage of computers and office software packages (MS Word, Excel, etc)
* Experience in assisting project implementation is required
* Being familiar with the Regional Programme for Afghanistan and Neghibouring Countries is an asset.
* Experience working with UN agencies is an asset.
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| Language Requirements: | * Good command of English and Farsi especially in writing
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**Method of Application and Submission Requirements**

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| Applicants are required to fill the P11 form accompanied by a statement of interest, and a financial proposal for the salary.All applications should be addressed to Ms. Ninette Haghverdian (ninette.haghverdian@un.org) mentioning vacancy number in the subject line of the email. Deadline: COB 25 October 2019This position is open only to Iranian nationals.Only short-listed candidates will be contacted for the written exam. |