



# UNODC

United Nations Office on Drugs and Crime

## **I. Position Information**

Job Code Title:	National Programme Officer – AML/CFT
Grade:	SB4 – SC8
Contract:	Service Contract
Duration:	5 months (1 August – 31 December 2018)
First Supervisor:	Country Representative in the Islamic Republic of Iran
Second Supervisor:	Adviser (Anti-Money Laundering and Counter-Financing of Terrorism) in Tehran; and GPML Programme Manager in Vienna

## **II. Organizational Context**

This position is located in the United Nations Office on Drugs and Crime (UNODC) in the Islamic Republic of Iran, located in Tehran. Under the guidance and supervision of the Country Representative in the Islamic Republic of Iran in Tehran; GPML Programme Manager in Vienna; and the Adviser (Anti-Money Laundering and Counter-Financing of Terrorism) in Tehran, the National Programme Officer will be responsible for the implementation of all the tasks related to providing substantive, organizational and coordination support for implementing the mandate of the United Nations Office on Drugs and Crime in the area of money laundering and terrorist financing, especially for Iran activities.

The main focus of work is the provision of assistance to the Islamic Republic of Iran national counterparts, on AML/CFT capacity building and raising the awareness of international AML/CFT standards, inter alia via the UNODC AML/CFT eLearning platform.

## **III. Functions / Key Results Expected**

The National Programme Officer will carry out the following tasks:

- Assist in formulating, planning, implementing and reporting on technical assistance activities at the national, sub-regional and regional level, in accordance with the UNODC/GPML overall programme strategy and as integral element of UNODC's country specific and regional programmes;
- Contribute to the drafting and translation of relevant documents such as financial proposal

for donor countries, AML/CFT newsletter, progress reports, etc.;

- Prepare draft presentations on substantive matters and on reporting the Programme activities;
- Participate in and contribute to the conduct of technical assistance activities to requesting countries and undertake substantive, organizational and coordination arrangements for them;
- Assist in preparing work plans, programme implementation reports and follow-up activities plans;
- Assist in ensuring coordination of technical cooperation activities with relevant international, regional and national institutions and organizations active in the field; in this context contribute to maintaining close contacts with national counterparts and United Nations and entities;
- Contribute to the promotion of networking between Iran and neighbouring countries, within the framework of the implementation of regional / strategy programmes and/or plans of cooperation.
- Support the delivery of AML/CFT eLearning training courses for Iran AML/CFT agencies and financial institutions compliance officers
- Undertake any other tasks as required.

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

The Global Programme against Money Laundering, Proceeds of Crime and the Financing of Terrorism (GPML) assists Member States in implementing the various anti money laundering and counter financing of terrorism (AML/CFT) provisions contained in several United Nations Conventions, Security Council Resolutions and other international AML/CFT requirements.

GPML's primary goal is to assist Member States via their legal, financial, law enforcement and judicial authorities in developing effective and comprehensive domestic AML/CFT legal and regulatory frameworks, as well as the institutional infrastructures and practitioner skills needed to implement them. GPML is further committed to promoting national, regional and international coordination/cooperation on issues concerning money laundering and terrorist financing.

GPML fulfils its mandate principally through technical cooperation and capacity building for requesting Member States, the provision of in depth training to national administrations and private sector actors dealing with AML/CFT issues, and the development and sharing of AML/CFT information resources, good practices and databases. One of the effective capacity building tools is a UNODC AML/CFT eLearning platform, managed by GPML.

In view of the need for assistance expressed by Iran, GPML is expanding its activities in the country. Important for this context is the need to closely coordinate with domestic agencies as well as with technical partners and the donor community.

## V. Competencies

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to money laundering and terrorism financing issues;

- Knowledge of international standards, policies and practices in money laundering and financing of terrorism, especially their legal and criminal justice dimensions, as well as the mandates of the United Nations Office on Drugs and Crime;
- Knowledge of the eLearning training systems;
- Ability to identify and contribute to the solution of problems/issues;
- Good research and analytical skills, with knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases;
- Excellent project implementation coordination and related document drafting skills;
- Strong presentation skills;
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; and
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;

**Managing Performance:** Team leadership and supervisory skills, as well as ability to: establish priorities; plan, coordinate and monitor work of others; make timely decisions; coach, mentor, motivate and develop staff and encourage good performance; develop work goals that are consistent with agreed strategies; monitor progress against milestones and deadlines;

**Accountability:** Ability to take ownership of all responsibilities; deliver outputs for which one has responsibility within prescribed time, cost and quality standards; operate in compliance with organizational regulations and rules; provide oversight and take responsibility for delegated assignments;

**Planning and Organizing** – Ability to develop clear objectives in accordance with agreed upon strategies; to identify tasks and activities that have to be dealt with as a matter of priority; to adjust priorities if required; to allocate appropriate time and resources to completing tasks; to anticipate risks and to adopt corrective measures in the course of planning and executing activities; to use time in an effective manner.

## V. Competencies

**Communication:** Very good communication skills, including the ability to draft policy, studies and communications to various counterparts and to articulate ideas in a clear and concise manner; ability to listen to others, correctly interpreting messages from others and responding appropriately; demonstrating openness in sharing information and keeping people informed. Strong presentation skills.

**Commitment to Continuous Learning:** Keeping abreast of new developments in the political and technical areas relating to UNODC's mandate and continuously seeking ways to increase relevance of UNODC; actively seeking to develop oneself professionally and personally; contributing to the learning of colleagues and subordinates; showing willingness to learn from others; seeking feedback to learn and improve.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Client Orientation:** Establishes and maintains productive partnerships with all relevant stakeholders in West and Central Africa, identifies clearly their needs to develop and implement legal, policy and other responses, ensures continuous dialogue with the stakeholders monitoring the relevant developments and undertaking the necessary adjustments; meets timeline for delivery of technical assistance and other services and products.

## VI. Recruitment Qualifications

Education:	Master's degree in the fields of criminology, law, political science, international relations, public administration or equivalent academic training/education from national or internationally accredited higher institutions and universities.
Experience:	A minimum of 2 years of relevant work experience in the rule of law and related area or capacity building area, preferably in money laundering and terrorist financing. Experience in technical assistance programmes and management of project is an asset
Language Requirements:	Fluency in oral and written English and Farsi is required. Knowledge of other official UN languages or languages spoken in the region is an asset.
Other Requirements:	<ul style="list-style-type: none"> <li>• Good knowledge of eLearning training systems</li> <li>• Good knowledge of money laundering and terrorist financing;</li> </ul>

	<ul style="list-style-type: none"><li>• Familiarity with regional dimensions pertaining to West and Central Asia;</li><li>• Familiarity with the works and mandates of international organisations like Financial Action Task Force (FATF) and Groupe d'action financière (GAFI);</li><li>• Knowledge of the work of the United Nations Office on drugs and crime is desirable;</li><li>• Knowledge of UN system and its Administration and Finance rules is also desirable;</li></ul>
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UNODC is committed to promoting gender equality and human rights standards. The women candidates and persons with disabilities or special health conditions are also encouraged to apply.