



# UNODC

United Nations Office on Drugs and Crime

## **I. Position Information**

Job Code Title: National Programme Associate  
(Sup-programme 3 - Drug Prevention, Treatment, Rehabilitation, and HIV Care)

Pre-classified Grade: SB3

Job Code: P\_022 & P\_023

Contract Type: Service Contract

Direct Supervisor: National Programme Officer

Second Layer Supervisor: Coordinator

## **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 supervision of National Programme Officer and guidance of the Coordinator, the National Programme Associate will assist in the implementation of all the tasks related to Sub-Programme 3 of the UNODC Country Partnership Programme for Iran 2022-2025 at the outputs, activities and sub-activities levels. On day-to-day operational basis, the National Programme Associate will work as part of the UNODC Iran Management Team.

The focus of this job is to assist and provide technical support in planning, organizing, implementation, monitoring and evaluation of the Sub-Programme 3 functions in relations to strengthening Drug Prevention, Treatment, Rehabilitation, and HIV Care.

The National Programme Associate will work closely with the parallel Units at the UNODC Iran Office. The incumbent will further be tasked to closely liaise and cooperate with the relevant units at the UNODC Vienna Headquarters; UNODC field offices; UNDP and UN agencies in Iran; and international donors, (when and if tasked by the Office Senior Management).

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

The National Programme Associate will be responsible for the following duties:

- Assist the SP 3 Team in preparation of all required operational documents related to the Sub-Programme 3 implementation according to UN procedures; ensuring timely reviews, revisions, monitoring and completion of related reporting obligations and providing feedback on impact;

- Assist in the planning, organizing and implementing of training courses, seminars, working groups, workshops and study tours, ensure timely selection of candidates and submission of reports from participants upon completion activities;
- Assist the SP 3 team in providing supervision to the work of the national/international consultants/experts;
- Assist in preparation of terms of references and selection of consultants/experts, when required;
- Support in collection of all relevant qualitative and quantitative information available as pertaining to envisaged activities;
- Organizing workshops/study visits, field visits envisaged in the project work plan, including the selection of the participants and the preparation of substantive documentation;
- Drafting and preparing reports on, inter alia, activities undertaken in the implementation of the project and other related events;
- Providing substantive input to the project related activities;
- Liaising with Iranian authorities, relevant national and international governmental and non-governmental organizations and relevant professionals, when and if required;
- Contribute to organizing and planning mid-term and final evaluations of UNODC Iran;
- Contribute to organizing and planning of international audit exercise/s of UNODC Iran;
- Supporting the UNODC SP3 Team in developing new programmes of assistance at national and regional levels; and
- Perform other duties as required.

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

The key results have an impact on the overall Country Office efficiency and success in implementation of Sub-Programme 3 outputs, activities, and deliverables.

## V. Competencies

**Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Shows pride in work and in achievements; 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.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; takes personal responsibility for his/her own shortcomings, where applicable.

## VI. Recruitment Qualifications

Education:	University Degree in health, social or political sciences, International Relations, management, Law, Business, public administration, economics, or other relevant degrees related to the drug demand reduction and or HIV/AIDS
Experience:	Minimum of five years of progressively responsible administrative or programme experience is required at the national or international level. Command in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spread sheet and database packages, experience in handling of web-based management systems is required. Experience in drug demand reduction and HIV care is desirable.

Language Requirements:	Fluency in oral and written English and Farsi is required. Knowledge of other official UN languages or languages spoken in the region an asset.
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The United Nations (UN) is committed to promoting gender equality and human rights standards. The women candidates and persons with disabilities or special health conditions are strongly encouraged to apply. At UN, we are committed to creating a diverse and inclusive environment of mutual respect. UNODC recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

UN has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations such as sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN policies and procedures and the standards of conduct expected of UN personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check).