



UNODC

United Nations Office on Drugs and Crime

I. Position Information

Job Code Title: National Programme Manager
Pre-classified Grade: SC-10
Contract Type: Service Contract
Direct Supervisor: Representative
Time Frame of Assignment: 1 October 2022 to 30 September 2023 (with possible extension upon availability of fund)

II. Organizational Context

Under the overall guidance of the Representative the National Programme Manager (NPM) provides programme support services ensuring high quality, accuracy and consistency of work.

The focus of this job is to plan, organize, coordinate and/or provide substantive backstopping to the implementation, monitoring and evaluation of the UNODC strategies, policies and programme activities in the assigned substantive and functional areas related to the Sub-programme 1 "Border Management and Illicit Trafficking", Sub-programme 2 "Crime, Corruption and Criminal Justice" And Sub-programme 4 "Alternative Livelihoods and Sustainable Development " under the UNODC Country Partnership Programme for the Islamic Republic of Iran 2022-2025.

III. Functions / Key Results Expected

- Plan, manage, coordinate and implement sub-programme strategies as outlined in the Country Partnership Programme document, including designing work plans for the timely achievement of the project objectives related to UNODC technical assistance in the area of Border Management and Illicit Trafficking; preventing and tackling organized crime, corruption, money laundering, protection of cultural property and judicial cooperation; and Alternative Livelihood and Sustainable Development.
- Expedite and endorse submission of all required operational documents for programme implementation according to UNODC and UN procedures, ensuring timely project reviews, revisions, monitoring and completion of related reporting obligations and providing feedback on impact
- Organize and implement training courses, seminars, working groups, workshops and study tours, ensure timely selection of candidates and submission of reports from participants upon completion activities
- Guide and orient the efforts and contributions of consultants, project personnel, donors, institutions and the Iranian Government towards the achievement of project objectives, including developing further technical assistance projects on drug supply reduction, corruption and alternative livelihood matters, pursuant to the Government's request

- Coordinate and supervise the work of the national/international consultants/experts
- Identify and maintain contacts with donor countries, funding and co-operating agencies, including UN relevant agencies present in Iran, as well as intergovernmental and non-governmental organizations
- Prepare terms of reference for national and international consultants/experts and propose possible candidates

IV. Impact of Results

The key results have an impact on the proper action and efficiency of the Country Partnership Programme. A major impact of the programme will be to improve institutional frameworks on supply reduction, crime justice and corruption and alternative development. Accurate analysis and presentation of information strengthens the capacity of the Office and promotes the image of the UNODC as an effective contributor to the development of the country, facilitates subsequent action by a supervisor. Incumbent's own initiative is decisive in results of work and timely finalization.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UNODC mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development based on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to work with minimum supervision
- Ability to supervise and train staff
- Ability to plan and organize work

Leadership and Self Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications	
Education:	Advanced University degree in Law, Political Sciences, International Relations, Criminology, Management, Social Sciences and other similar fields would be desirable, but it is not a requirement.
Experience:	7 to 10 years of relevant legal and/or administrative, programme experience is required at national or international level. Experience in the usage of computers and Office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems. Competencies in related fields of organized crime, corruption, money laundering, and judicial cooperation an asset.
Language Requirements:	Fluency in written and spoken English and Farsi. Knowledge of other UN languages an asset.

UNODC promotes gender equality and human rights standards. The female candidates and persons with special health conditions or disabilities would be encouraged to apply.

Please send your CVs/P11s to Ms. Ninette Haghverdian, Admin./HR Associate of UNODC Iran at ninette.haghverdian@un.org Close of Business of Thursday, 28 July 2022, 17:00 hours.