



UNODC

United Nations Office on Drugs and Crime

I. Position Information

Job Code Title:	Research and Liaison Officer
Grade:	SC-8
Contract Type:	Service Contract
Supervisors:	UNODC Iran Deputy Representative and Paris Pact Coordinator
Duty Station:	Tehran-Iran

II. Organizational Context

Under the overall guidance of the UNODC Iran Representatives, Deputy Representative and Paris Pact Coordinator, the Research and Liaison Officer provides support services ensuring high quality, accuracy and consistency of work regarding improved coverage, backstopping and support to on the ground needs in countries located along priority and emerging opiate drug trafficking routes.

The Research and Liaison Officer works in close collaboration with the Deputy Representative, the Paris Pact Team, the DDR/HIV Unit, Supply Reduction, Crime, Justice and Corruption Unit and other UNODC field/regional offices as well as with the UNODC Headquarters to exchange information and support programme delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Liaise with relevant counterparts for the gathering of data and statistics on narcotic seizure, drug users, HIV/AIDS, etc;
- Compilation of compendium of statistics and data on drugs, crime and other UNODC related field of activities;
- Preparation of Paris Pact Quarterly Progress Updates;
- Preparation of Fact Sheets for Drug Situation Reports;
- Act as ADAM focal point in the country; to gather and monitor data and statistics on counter narcotics assistance in the country/region; double check data accuracy on an ongoing basis; and to upload Country Office upcoming activities related to the pillars of the Vienna Declaration in the ADAM database;
- Act as the focal point for the Drug Monitoring Platform for uploading drug-related information into the system as well as keeping updated all information regarding Country Office activities relevant to the pillars of the Vienna Declaration.

- ❑ Draft papers, compendium of data, provision of analytical reports, data trends and situation analysis;
- ❑ Create thematic and analytical maps through using geo-information ArcGIS;
- ❑ Assist in the preparation of UNODC research reports such as the World Drug Report and other relevant research report produced by RAB and AOTP;
- ❑ Support governments to complete the Annual Reports Questionnaire (ARQ), Seizure Cases Survey (IDS) and Crime Trends Survey (CTS)
- ❑ Translate substantive documentation into the local languages of priority countries related to the four thematic areas of the Paris Pact for improved availability and use of information by national counterparts
- ❑ Act as the focal point for the Sub-Programme 4 of the Regional Programme for Afghanistan and Neighboring Countries
- ❑ Perform other duties as required.

IV. Impact of Results

The key results have an impact on the proper action and efficiency of the data collection and analysis for promoting Counter Narcotics Efforts in Iran. It will also strengthen the capacity of the Office and promotes the image of UNODC as an effective contributor to the Paris Pact Initiative.

Incumbent's own initiative is decisive in results of work and timely finalization.

V. Competencies

Corporate Competencies:

- Demonstrate commitment to UNODC mission, vision, competencies and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Good communication and inter-personal skills;
- Ability to work in an international and multinational environment.

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 perform a variety of standard tasks related to Results Management, including screening and collecting of programme/projects documentation, projects data entering, preparation of revisions, filing, provision of information

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:	University Degree in Humanities Economics, Public Health, Management, Political Science and other related fields to drug demand reduction and HIV Control and programme management. Advanced courses of studies in drug demand and harm reduction, international cooperation and development matters are an asset
Experience:	<p>At least 7 years of progressively responsible work experience in information analysis field or similar related tasks;</p> <p>Skilled in the use of computer software including word processing, spreadsheet and other software packages;</p> <p>Good communication and inter-personal skills;</p> <p>Experience with UN agencies a plus;</p> <p>Ability to work in an international and multinational environment.</p>
Language Requirements:	Fluency in English and Farsi, both written and spoken is required.

All candidates should send their completed P11 to fo.iran@unodc.org no later than 25 December 2014