



# UNODC

United Nations Office on Drugs and Crime

## I. Position Information

Job Code Title:	National Programme Manager
Pre-classified Grade:	SC9
Contract Type:	Service Contract
Project Title:	Sub-programme 1 “border management and illicit trafficking” Sub-programme 2 “crime, corruption and criminal justice” Sub-programme 4 “alternative livelihoods and sustainable development”
Direct Supervisor:	Country Representative
Time Frame of Assignment:	1 January to 30 June 2025 (possible extension upon availability of fund)

## II. Organizational Context

Under the overall guidance of the Country 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 leadership to the implementation, monitoring and evaluation of the UNODC strategies, policies and programme activities in the assigned substantive and functional areas related to three Sub-programmes: 1 “Border management and illicit trafficking”, 2 “Crime, corruption and criminal justice” And 4 “Alternative livelihoods and sustainable development” under the UNODC Country Partnership Programme for the Islamic Republic of Iran 2023-2026.

## III. Functions / Key Results Expected

Within delegated authority the NPM will ensure delivering tangible results under 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” of the UNODC country Partnership programme and the maximized coordination on the following tasks:

- Develop the work plan for the subprogrammes 1, 2 and 4 activities, in complementarity and synergy with other programme components and in close coordination with relevant national authorities.
- Manage multiple projects simultaneously, oversee progress to ensure completion on time, and coordinate with stakeholders to address issues and concerns throughout the project life cycle;
- Coordinate all activities and supervise the interventions of the different structures and/or partners involved in the implementation, ensuring the technical coherence of the different activities;
- Periodically assess achievements in the field and the progress of activities through missions, filed visits and etc.
- Prepare terms of reference for supervised staff, consultants, procurement for services and goods and/or studies required for the execution of activities.
- Initiate, take part in and/or supervise procurement processes, in accordance with the tender procedures in place.

- Write periodic progress reports (quarterly, half-yearly, annual) as well as consolidated reports to be submitted to UNODC, the donor and national counterparts and under UNSDCF Iran pillars, relevant to UNODC mandate.
- Ensure the visibility of the implemented activities, technical and financial partners.
- Seek internal and external synergies, particularly with other initiatives of technical and financial partners and/or other projects and programs supported by the agencies of the United Nations System.
- 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.
- Contribute to joint actions of the United Nations System, as well as debates and exchanges with the national counterparts and other partners on the themes developed within the framework of the programmes.
- Contribute to organizing and/or take part in technical committees and project steering committees and actively participate in consultations with donors and national counterparts.
- Ensure the establishment of a monitoring-evaluation system to measure progress towards results and adjust programme activities as necessary.
- Prepare field, evaluation and external audit missions, and disseminate the results.
- Participate in strategic planning, budgeting, implementation and monitoring of activities.
- Prepare all documents (project documents, technical studies, project sheets, etc.) necessary to strengthen the partnership and mobilize additional resources with a view to developing the project proposals.
- Prepare team workplan and assign tasks in accordance with supervisor's approval plan and activities; Identify and assess risks; and formulate strategies or means to manage or mitigate or guard against identified risks.
- Delegate, evaluate, monitor project tasks/activities within technical team and ensuring that they are in-aligned with the project goals and objectives and supervise team members, liaising and managing work with technical team members to ensure project activities are completed per standard design, procedure and schedule.
- Research and analyse a range of policy and operational issues to inform the development of policies, programmes and activities.
- Support programme delivery and ensure the implementation of corporate tools such as the UMOJA, IPMR etc.
- Support technical capacity building and knowledge sharing on the rules and procedures in place within the UN, and actively participate in the organization of workshops and training sessions for implementing partners and programme beneficiaries, while being committed to continuous learning as required for the managerial roles.
- Implementation of UNSDCF Iran relevant outcomes under supply reduction segment.
- Accomplish any other tasks, in connection with the programme, which may be entrusted to her/him.

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

The key results have an impact on the proper action and efficiency of the Country Partnership Programme for the Islamic Republic of Iran 2023-2026 and implementation of the UNODC Programme for Afghanistan and Neighbouring countries.

A major impact of the programme will be to improve institutional frameworks on supply reduction, criminal justice and anti-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 modelling 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 humoured even under pressure

#### **People Management Competencies**

- Demonstrate Empathy and Emotional Intelligence
- Motivate and Direct
- Build Capability
- Lead with Humility

### **Cross-Functional & Technical Competencies:**

- Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals
- Ability to allocate and use resources in a strategic or tactical way in line with principles of accountability and integrity
- Ability to develop effective strategies and prioritized plans in line with UNODC objectives, based on the systemic analysis of challenges, potential risks and opportunities; linking the vision to reality on the ground, and creating tangible solutions

<b>VI. Recruitment Qualifications</b>	
Education:	Master's degree or higher in one of the fields of: Law, Management, Economics and similar relevant areas is required.
Experience:	Minimum 10 years of relevant programme management experience is required at national or international level. Knowledge 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 is required. Experience in gender sensitive programme planning and implementation is desirable. Competencies in related fields of supply reduction, criminal justice, crime prevention, anti-corruption, organized crime, anti-money laundering, judicial cooperation and alternative development is considered an asset.
Language Requirements:	Fluency in written and spoken English and Farsi. Knowledge of other UN languages is considered as an asset.

UNODC promotes gender equality and human rights standards. Women and persons with special health conditions or disabilities are encouraged to apply.

Other nationalities with valid work permit and residency are welcome to apply.

UNODC has a zero-tolerance approach to misconduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to United Nations' standards of conduct and will therefore undergo rigorous background verification internally or through third parties. Selected candidates will also be required to provide additional information as part of the verification exercise, if need be. Misrepresentation of information provided during the recruitment process may lead to disqualification or termination of employment

Please send your CVs/P11s to Ms. Ninette Haghverdian, Admin./HR Associate of UNODC Iran at [ninette.haghverdian@un.org](mailto:ninette.haghverdian@un.org) Close of Business of Saturday, 30 November 2024.