



UNODC

United Nations Office on Drugs and Crime

Job Description

I. Position Information

Job Code Title: National Programme Associate
Type of contract: Service Contract
Level: SB-3-4
Duration of Contract: 12 months (with possibility of extension subject to availability of fund)
Post Number:
Unit: RPANC Sub-programme 1 Law Enforcement
Supervisor: UNODC Iran Country Representative as first Reporting Officer
Law Enforcement Advisor SP1 as second Reporting Officer

II. Organizational Context

The Law Enforcement Sub-programme of UNODC's Regional Programme for Afghanistan and neighbouring Countries (RPANC) (2022-2025) remains focussed on assisting the member state governments to develop an effective law enforcement response to Transnational Organised Crime (TOC) in all its forms, including drug and precursor trafficking. Afghan opiates remain a serious threat for national and regional security with over 90 per cent of the world's heroin being manufactured from opium produced in Afghanistan. The Regional Programme for Afghanistan and Neighbouring Countries is a model platform for the UN in West and Central Asia that promotes active South-South cooperation in four areas: i) law enforcement cooperation, ii) cooperation related to transnational organized crime and countering illicit financial flows, iii) cooperation on drug prevention and treatment, iv) cooperation on research, data and trends analysis related to TOC.

III. Functions / Key Results Expected

Under the overall guidance of the UNODC Iran Country Representative and Senior Programme Coordinator of the UNODC Regional Programme for Afghanistan and Neighbouring Countries, and/or his designated official, and overall direction of the Law Enforcement Advisor and direct supervision of the National Programme Officer/Coordinator, the National Programme Associate will assist in the planning, coordination, implementation, and monitoring of programme activities. In particular the incumbent will:

- Assist in project planning coordination and implementation including coordination and preparation of administrative matters related to the organization of meetings, seminars, workshop and conferences, and other arrangements;
- Liaise with UNODC supporting units and UNODC programme/country offices covered by RPANC on project-related administrative and operational matters such as payments, contract management, recruitment of staff, procurement of goods and services, and asset management;
- Follow up and liaise with UNDP Country Office in I.R Iran on project related administrative matters;
- Translate official documents to/from English and Farsi as required;
- Assist in monitoring project progress, periodic, annual and final reports and documents, ensuring correctness of style and compliance with UN procedures and standards;
- Work closely with administration in the preparation of budget and other planning documents, and on project/budget revisions where required;
- Maintain a record of actual expenditures and assist in carrying out financial controls of the

project including monitoring of expenditures against budget allocations, towards preparation of financial reports;

- Support and assist on strategic project planning, design, and implementation;
- Work together with the provincial and central procurement section in COPAK and HQ to undertake administrative action related to the procurement of equipment and services including preparation of purchase orders, contracts, and payment to the related requests;
- Assist in preparing quarterly reports and any other reports as required;
- Liaise with counterpart personnel;
- Travel to HQ and other country/programme offices and meetings /conferences away from duty station if required;
- Fulfill reporting requirements and coordinate timely reporting from the provincial team.
- Carry out any other tasks as assigned.

Competencies:

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Level 1.1: Support the preparation of Information for advocacy

- ☐ Identifies relevant information for advocacy for a variety of audiences.

Resource Mobilization

Level 1.1: Providing information for resource mobilization strategies

- ☐ Maintains information/databases on potential and actual donors;
- ☐ Maintains database of project files;
- ☐ Provides data and information needed for preparation of project documents.

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ☐ Understands the main processes and methods of work regarding to the position;
- ☐ Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- ☐ Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- ☐ Demonstrates good knowledge of information technology and applies it in work assignments;
- ☐ Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

Client Orientation

Level 1.1: Maintains effective client relationships

- ☐ Reports to internal and external clients in a timely and appropriate fashion;
- ☐ Organizes and prioritizes work schedule to meet client needs and deadlines;
- ☐ Responds to client needs promptly.

Core Competencies:

- ☐ Demonstrating/safeguarding ethics and integrity;
- ☐ Demonstrate corporate knowledge and sound judgment;
- ☐ Self-development, initiative-taking;
- ☐ Acting as a team player and facilitating team work;
- ☐ Facilitating and encouraging open communication in the team, communicating

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effectively;

- ☐ Creating synergies through self-control;
- ☐ Learning and sharing knowledge and encourage the learning of others.
- ☐ Informed and transparent decision making;

Professionalism: Knowledge and understanding of concepts and approaches relevant to project management with particular relation to the UNODC Country Office for Afghanistan's mandate and programmes. Good research, analytical and problem-solving skills, including the ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given. Takes responsibility for incorporating project objectives, ensuring the participation of project team members/supervisors and other support structures in all areas of work; fully proficient computer skills and use of relevant software and other applications, e.g. word processing, graphic software, spreadsheets, database applications, Geographic Information Systems etc; ability to analyze project requirements and assist in drafting memos and reports in support of existing projects or for developing new ones.

Planning and Organizing: Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others;

Creativity: Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs.

Communication: Excellent and effective communication (verbal and written) skills, including ability to assist in preparing reports and conduct presentations with the use of common software applications by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials.

Teamwork: Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

VI. Recruitment Qualifications

Education:	High School Certificate or bachelor's Degree in business administration, Social Sciences, Economics, or other related disciplines.
Experience:	<ul style="list-style-type: none">• With High School Certificate 6 years and with bachelor's Degree 4 years of relevant work experience in project/programme management and/or administration or other related disciplines with an international NGO, Government of Afghanistan, or UN Organization in a multi-cultural office environment is required.• People having bachelor's degree in business administration, Social Sciences, Economic, or related disciplines will be highly preferred.• Relevant working experience with UNODC or UN is an advantage.
Language Requirements:	Proficiency in written and spoken English and excellent knowledge of I. R. Iran's official language (Persian) are required. Knowledge of written and spoken Russian language would be considered desirable.

UNODC promotes gender equality and mainstreaming standards in its recruitment procedures. Female candidates and people with disabilities are encouraged to apply for the positions in UNODC.

VII. Signatures- Job Description Certification

Incumbent (if applicable)

Name

Signature

Date

Supervisor

Name:

Alexander Fedulov

Signature

Date

Chief Division/Section

Name:

Signature

Date

Renneth Williamson

RLW

31 May 2022

LAW ENFORCEMENT ADVISOR
SPI RPANC