

I. Position Information

Job Title:	Internship
Vacancy Number	ODC-DDR-1
Pre-classified Grade	N/A
Department:	UNODC Iran – Drug Demand Reduction and HIV Unit
Duty Station:	Tehran – Iran
Duration:	15 July – end September 2022

II. Organizational Context

Under the direct guidance of the Senior Expert and Coordinator of the DDR/HIV Unit (Sub-programme 3 of UNODC Country Partnership Programme) and the overall supervision of the Country Representative, the intern provides support for the performance of a set of tasks of high quality, accuracy and consistency of work regarding the project and drug demand reduction (DDR) activities.

The intern works in close collaboration with DDR Programme staff of COIRA to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

UNODC is looking for candidates with strong organizational, research, and writing skills, ability to work independently, and some familiarity in the area of programmes mitigating health impacts of drugs use.

- ☐ The purpose of this internship is to support the DDR/HIV unit of UNODC Iran in implementation of activities related to procurement and administration of ongoing activities

1. Provides procurement, logistical and administrative support to the DDR/HIV unit of UNODC Iran in the acquisition of a wide variety of goods and services:
 - 1.1. Researches, retrieves and presents information from a variety of internal and external sources on sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market according to the requirements of the programme.
 - 1.2. Assist the DDR/HIV programme staff in conducting research, analysing and presenting information gathered from diverse sources.
 - 1.3. Support preparation of various written outputs, draft background papers for the Unit; analyse sections of reports and studies and participate at meetings and teleconferences when required.
 - 1.4. Ensure proper filing of the documents.
 - 1.5. Perform any other administrative tasks required by the supervisor.

IV. Impact of Results

The key results have an impact on the execution of the DDR/HIV Unit of COIRA in terms of quality and accuracy of work completed. Providing support to the management of DDR Unit and a client-oriented approach enhance UNODC Iran's capability in the programme management.

V. Working Schedule

Internships are **unpaid** and **full-time**. Interns work five days per week (35 hours) under the supervision of a relevant staff member, based upon their assignment

The internship is for a minimum duration of three (3) months and can be extended up to six (6) months. The initial period covers July – September 2022.

VII. Qualifications

Education:	<p>Applicants to the Internship Programme must at the time of application meet one of the following requirements:</p> <p>1) Be enrolled in, or have completed, a graduate school programme (second university degree or equivalent or higher such as Master's degree or equivalent, Ph.D. or post-graduate degree).</p> <p>2) Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum Bachelor's level or equivalent).</p>
Experience:	<ul style="list-style-type: none">• No working experience is required to apply for the Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship.• High command in the usage of computers and office software packages (MS Word, Excel, etc)
Language Requirements:	<ul style="list-style-type: none">• Fluency in English and Farsi especially in writing is required.

Method of Application and Submission Requirements

Interested applicants are encouraged to submit their application containing their resume and a statement of purpose to the attention of Ms. Ninette Haghverdian, HR Admin Associate, Programme Support Unit (PSU): unodc-iran.procurement@un.org

Application deadline: 7 July 2022