

I. Position Information

Job Title	Internship
Vacancy Number	ODC-DSR-03
Pre-classified Grade	N/A
Department	UNODC Iran – Alternative Livelihoods and Sustainable Development
Duty Station	Tehran – Iran
Duration	1 st September 2024 to 1 st December 2024 (Three months; with possibility of extension up to 6 months; i.e. 1 st March

II. Organizational Context

Under the direct guidance of the UNODC National Programme Manager, 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 Alternative Livelihoods and Sustainable Development activities.

The intern works in close collaboration with Alternative Livelihoods and Sustainable Development 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, and ability to work independently. Familiarity with the areas of Alternative Livelihoods and Sustainable Development programmes will be considered as advantage, though not a prerequisite.

- ❑ The purpose of this internship is to support the Alternative Livelihoods and Sustainable Development Unit of UNODC Iran in implementation of activities related to procurement and administration of activities

1. Provides procurement, logistical and administrative support to the Alternative Livelihoods and Sustainable Development 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 for procurement purposes.
- 1.2. 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.
- 1.3. Ensure proper filing of the documents.
- 1.4. Perform any other administrative tasks required by the supervisor.

IV. Impact of Results

The key results have an impact on the implementation of the Alternative Livelihoods and Sustainable Development Unit of COIRA in terms of quality and accuracy of work completed. Providing support to the management of Alternative Livelihoods and Sustainable Development Unit and a client-oriented approach enhance UNODC Iran's capability in the programme management.

V. Working Schedule

This internship position is **unpaid** and **full-time**. Interns work five days per week (35 hours) without leave balance under the supervision of a relevant staff member, based upon their assignment. The internship is for a minimum duration of three (3) months and in case of necessity can be extended up to six (6) months. The initial term covers the period of 1st September 2024 to 1st December 2024.

VI. Qualifications

Education:	<p>Applicants to the Internship Programme must at the time of application meet one of the following requirements:</p> <ol style="list-style-type: none">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).2) Have completed, the final academic year of a first university degree programme (minimum Bachelor's level or equivalent).
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: 25 August 2024