



Title:	Programme Assistant
Domain:	Natural Sciences
Grade:	SC04
Organizational Unit:	Natural Sciences
Duty Station:	Tehran, Iran
Recruitment opens to:	Only nationals of Iran may apply for this post
Type of contract:	Service Contract (1 year with the possible extension pending availability of funds and satisfactory performance)

Deadline (midnight, Tehran time): 25 February 2025 (Extended)

UNESCO Core Values:
Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Head of UNESCO Tehran Office and the direct supervision of the Natural Sciences Officer and in coordination with the Associate Project Officer, the incumbent will provide communication, administrative and programme support to the Natural Sciences Unit, specifically in the implementation of the "Improving Water-related Disaster Risk Management to Strengthen Climate and Disaster Resilience in Iran" project funded by Government of Japan.

The incumbent will be asked to perform the following functions:

1. Assist in the preparation of reports, web stories, social media posts, flyers, newsletters, and annual reports in Farsi and/or English to improve the visibility of the project activities within the Natural Sciences Sector, following UNESCO standards.
2. Support the drafting and finalization of speeches, capturing of photos and videos, drafting success stories, and preparing for social media and promotional content to ensure UNESCO branding and project visibility across various platforms.
3. Provide unofficial translation and editing of documents, correspondence, and event-related materials in Farsi and/or English as needed.
4. Support the organization of events such as meetings, seminars, workshops, and gatherings by assisting in logistical needs. Arrange travels including obtaining security clearance, processing visa requests liaising with the UNESCO Tehran focal point, and prepare official travel documentation; finalize the invitation letters to the participants, tickets and accommodation as required.
5. Assist in drafting, processing, and monitoring contracts in the UNESCO contract management system (DUO), ensuring compliance with deadlines and terms of reference.
6. Support the processing of payment requests, procurement of goods and services, screening of supplier deliverables, and ensuring proper delivery in compliance with requirements.
7. Maintain and organize the files to ensure they are up-to-date and aligned with UNESCO standards and assist in the management and archiving of financial commitments, contracts, and procurement-related documentation.
8. Participate in daily team discussions and external meetings with partners and working groups, and assist in the preparation of the minutes and follow up on action points as required.
9. Liaise with the 7 UNESCO-SC Category II Centres and 8 UNESCO Chairs when necessary.

10. Undertake any other tasks reasonably requested by the Head of the Office or the Natural Sciences Officer.

SKILLS/COMPETENCIES (Core / Managerial)

Accountability (C)
Communication (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary degree relevant to Natural Sciences.

WORK EXPERIENCE

- Minimum three (3) years of relevant professional work experience in programme support tasks and communications; demonstrated ability to follow instructions, be detail-oriented, and maintain accuracy in performing responsibilities.

SKILLS/COMPETENCIES

- Good organizational and coordination skills and ability to plan, coordinate and monitor work-plans. Ability to set priorities and capacity to work effectively under pressure.
- Qualifications Proven experience working on communication and public information at different organizations, UN agencies, NGOs, and national and international organizations.
- Ability to work as part of a team, to take initiatives and provide quality and timely support and services. Team-spirit/Open personality and capability of creating good inter-personal relations.
- Strong communication, analytical, and report writing skills in Farsi and English
- Excellent written communication and editing skills in English (mandatory).
- Self-motivated and self-disciplined, with the ability to work with autonomy, meet deadlines and manage competing priorities.
- Commitment and reliability.
- Good IT skills, including MS Office.

LANGUAGES

- Excellent knowledge (written and spoken) of English and Farsi.

DESIRABLE QUALIFICATIONS

EDUCATION

- University degree in Natural Sciences or related fields;
- Training/certification in communications and digital technologies.

WORK EXPERIENCE

- Experience in international organizations

SKILLS/COMPETENCIES

- Familiarity with programming, communications, AI, digital transformation, data analysis and visualization.

- Knowledge of UN rules and procedures as well as administrative practices.

BENEFITS AND ENTITLEMENTS

- UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, contribution to medical insurance and pension plan, etc.
- For full information on benefits and entitlements, please consult the [ICSC Website](#).

HOW TO APPLY

Interested candidates are requested to submit their application by 25 February 2025 by email to JobVacancy-TEH@unesco.org, quoting reference "**SC04-Programme Assistant**" in the subject line of the mail.

Application should include: Motivation letter, UNESCO CV, and reference contacts.

SELECTION AND RECRUITMENT PROCESS

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO may use communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Please note:

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.