



## I. Position Information

Job Title:	Internship
Vacancy Number	ODC-ICT
Pre-classified Grade	N/A
Department:	UNODC Iran – IT Department
Duty Station:	Tehran – Iran
Duration:	3 Month with possibility of extension for 6 Month

## II. Organizational Context

Under the direct supervision of the senior management, the intern will provide critical support to the ICT unit in organizing hardware/software systems, maintaining equipment inventories, and assisting staff with day-to-day ICT requirements. The role ensures smooth IT operations and enhances the unit's efficiency.

## III. Functions / Key Results Expected

### 1. ICT Equipment & Inventory Management:

- Organize and maintain an up-to-date inventory of all hardware (computers, peripherals, network devices) and software licenses.
- Assist in troubleshooting minor hardware/software issues and escalate complex problems to the IT team.

### 2. User Support & Training:

- Provide first-line technical support to staff for ICT-related queries (e.g., Microsoft Office, email, printers).
- Create user guides or FAQs for common ICT issues.

### 3. System Documentation & Compliance:

- Document IT processes, equipment status, and maintenance logs.
- Ensure compliance with UNODC's ICT policies and data security protocols.

### 4. Procurement & Administrative Support:

- Assist in researching vendors for ICT equipment procurement and drafting

specifications.

- Maintain organized digital/physical filing systems for IT records.

5. Ad-hoc Tasks:

- Support IT projects (e.g., system upgrades, network setups) as needed.

#### IV. Impact of Results

The intern's work will directly improve the functionality and organization of the ICT unit, ensuring reliable IT support for staff and contributing to the unit's operational goals.

#### 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 in case of necessity can be extended up to six (6) months.

#### VI. 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).</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"><li>• Basic knowledge of hardware/software troubleshooting.</li><li>• Proficiency in Microsoft Office 365 and IT documentation.</li><li>• Familiarity with inventory management systems is a plus.</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in English and Farsi especially in writing is required.</li></ul>

### 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 UNODC Office: [unodc-iranfieldoffice@un.org](mailto:unodc-iranfieldoffice@un.org)

Application deadline: 20 July 2025