



I. Position Information

Job Title:	Internship
Vacancy Number	ODC-DDR-2023-1
Pre-classified Grade	N/A
Department:	UNODC Iran – Drug Demand Reduction and HIV Unit
Duty Station:	Tehran – Iran
Timeframe:	Mid-August – End December 2023

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 ongoing activities of the unit.

1. Provides support to the DDR/HIV unit of UNODC Iran in the delivery of training, research and pilot implementation activities:
 - 1.1. Assistance to the DDR/HIV programme staff in conducting research, analysing and presenting information gathered from diverse sources in the areas of drug use prevention, treatment and harm reduction.
 - 1.2. Preparation of various written outputs, draft background papers for the Unit; analysis sections of reports and studies and participation at meetings and teleconferences when required.
 - 1.3. Proper filing of the documents and files
 - 1.4. Assistance in translation of documents, reports and other relevant materials
 - 1.5. Performance of other administrative and implementational 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 August – November 2023.

VII. Qualifications

Education:	Applicants to the Internship Programme must at the time of application meet one of the following requirements: 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). 2) Be enrolled in, or have completed, the final academic year of a first university degree programme (minimum Bachelor's level or equivalent).
Experience:	• 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) including usage in Farsi is required.
Language Requirements:	• 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: close of business of 30 July 2023