



UNITED NATIONS DEVELOPMENT PROGRAMME

1. Position Information

Office/Unit/Project	UNDP Iran/ Programme Unit /SDS Project
Title	National Project Assistant for Combatting Sand and Dust Storms
Level	NPSA 4
Duty station (City and Country)	Tehran, Iran (with visit to different project sites and UNDP office as required)
Type (Regular or Short term)	Regular – Full time
Office- or Home-based	SDS Office in Department of Environment - Tehran
Expected starting date	01 March 2025
Expected Duration	6 months, with the possibility of extension.
Position Number	220503

2. Office/Unit/Project Description

In I.R. Iran, UNDP has been working since 1966 to contribute to fulfil the country's development aspirations as a partner of the Government of Iran. UNDP has also been engaging closely with other development partners, such as academic institutions and the private sector, by providing knowledge products, policy and technical assistance, and innovative development solutions, for more than 50 years. Connecting to UNDP Global network of expertise and South-South cooperation are an integral part of our work. UNDP is committed to helping Iran achieve the National Development Goals (NDP) and the Global Goals (SDG) as articulated in the Country Programme Document, specifically focusing on Socio-Economic Resilience, Public Health Management, Environmental Conservation, Integrated Natural Resource Management, Addressing Climate Change and Disaster Risk Reduction and Management.

Under environment, UNDP's efforts are focused on implementation of Montreal Protocol, Conservation of biodiversity, natural resource management, climate action, waste management and renewable energy. As part of these efforts, UNDP is supporting the Department of Environment in Iran through-creating mechanisms to reduce the negative impacts of SDS, strengthening national institutional capacities, and improving early warning systems for better forecasting and mitigation measures for potential replication in neighboring countries. This initiative will utilize innovative ecosystem-based approaches to enhance resilience in pilot sites. Additionally, it will promote the sharing of best practices in mitigation and adaptation, ensuring inclusive participation from relevant stakeholders.

The purpose of this assignment is to assist. implementation of initiatives focused on SDS. The Project Assistant will be responsible for providing the required support for overseeing the planning, implementation, and monitoring of project activities, ensuring adherence to timelines and budgetary constraints as well reporting. He/ she will assist the SDS secretariat to collaborate with various stakeholders, including team members, beneficiaries, partners, and donors, to ensure smooth project execution and achievement of project objectives.

3. Scope of Work

Under the direct supervision of the SDS national secretariat for combating Sand and Dust Storm in Department of Environment and UNDP Programme Officer, the Project Assistant will provide all required arrangements with project partners, governmental entities, stakeholders, and beneficiaries for sound and effective management of the above-

mentioned project implementation.

✓ **Provides support to “SDS national secretariat for combating Sand and Dust Storm” on the achievement of the following results:**

- Assist in preparation and submission of systematic progress reports for government and UNDP as per the agreed reporting schedule and corporate and donor requirements.
- Drafting of periodic and ad hoc reports; ensure timely completion of systematic corporate reports.
- Assist in monitoring and determination of unutilized funds, operational and financial closure of assigned project(s).
- Support with preparation for audits, spot checks, verification, and financial reviews

✓ **Support project implementation including through:**

- Provide inputs for analysis and aggregation of project results/outputs, and reporting of project progress against agreed project milestones.
- Support SDS national secretariat in risk management and monitoring.
- Provision of technical and administrative support in planning, implementing, and monitoring of agreed project activities
- Provide inputs in development and organization of capacity building activities and public awareness initiatives for the stakeholders and target groups.

✓ **Support monitoring progress of the project annual work plan:**

- Assist in preparation and submission of annual work plan to DOE, UNDP, and else project partners in line with the corporate and donor requirements.
- Provide inputs in preparation of overall and annual project procurement plan.
- Provide inputs in development of terms of reference for technical services, consultants/experts and specifications for equipment/materials as required
- Ensure due documentation and records for procurement, evaluations, audit, project assurance activities.

✓ **Assist in coordinating meetings with Government partners, UN agencies, national and international consultants, contractors and stakeholders.**

- Schedule and organize meetings with project partner and stakeholders, including UN agencies, government officials, community leaders, and partner organizations.
- Prepare meeting agendas, presentations, and necessary documentation.
- Facilitate discussions and ensure effective communication among stakeholders.
- Take and distribute minutes of meetings and ensure timely follow-up on action points.
- Build and maintain positive working relationships with stakeholders to foster collaboration and support for the project.

✓ **Support knowledge building and knowledge sharing relevant to the assigned project**

- Participate in training on internal procedures for the project staff and provide support to the organization of training and other capacity building activities as needed.
- Make sound contributions to knowledge networks and communities of practice.
- Maintain organized records of project data, field activities, case studies, human-interest stories, photographs, and other relevant documents that can be drawn upon in support of knowledge sharing and advocacy.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

4. Institutional Arrangement

The NPSA holder will directly report to the SDS national secretariat and UNDP Programme Officer.

5. Competencies

<i>Core</i>	
Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
Think Innovatively:	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
Learn Continuously:	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility:	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
Act with Determination:	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
Engage and Partner:	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
Enable Diversity and Inclusion:	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies.

<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
<i>Business Direction & Strategy</i>	<i>Effective Decision Making</i>	<i>Take decisions in a timely and efficient manner in line with one's authority, area of expertise and resources and take into consideration potential wider implications.</i>
<i>Business Management</i>	<i>Monitoring & Evaluation</i>	<ul style="list-style-type: none"> - <i>Ability to systematically monitor results of strategies, programmes, and activities with a view to make sure that they are being implemented effectively.</i> - <i>Ability to provide managers and key stakeholders with regular feedback and reporting on the consistency or discrepancy between planned activities and programme management and results.</i> - <i>Ability to make independent judgment of the management and results of strategies, programmes and activities based on set criteria and benchmark, keeping in mind the needs and concerns of client, current and upcoming.</i> - <i>Knowledge and understanding of monitoring and evaluation frameworks, concepts, methodologies, systems, processes, and tools.</i> - <i>Ability to make an independent judgement based on set criteria and benchmarks. Ability to anticipate client's upcoming needs and concerns.</i>

Business Management	Project management	<i>Ability to plan, organize, prioritize, and control resources, procedures, and protocols to achieve specific goals.</i>
Business Management	Working with Evidence and Data	<i>Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions, and supporting decision-making.</i>
2030 Agenda: People	Gender	<i>Gender and Environment</i>

6. Minimum Qualifications of the Successful NPSA

Min. Education requirements	<p>Secondary education is required (High School Diploma).</p> <p>University Degree in Biodiversity, Natural Resource Management, Environment or Public Administration, Environment, Engineering (Water or Soil), or equivalent field will be given due consideration, but it is not a requirement.</p>
Min. years of relevant work experience	Minimum 4 years (with secondary education) or 1 year (with bachelor's degree) of progressively relevant experience at the national or international level in environment related projects.
Required skills	<ul style="list-style-type: none"> - Experience in project cycle management. - Experience in providing administrative support for project implementation. - Experience in the usage of computers and office software packages (MS Word, Excel, etc.); advance knowledge of spreadsheet and database packages; experience in handling of web-based management systems
Desired skills in addition to the competencies	<ul style="list-style-type: none"> -Familiarity with Iran and regional context in combating sand and dust storms is an advantage. -Familiarity with working in international organizations and or government is desired. -Past experience of working with development projects focusing on negative impact of climate change including droughts and soil erosion is a distinct advantage. -Past experience of working with the UN is an advantage. - Experience in droughts, soil erosion, combating Sand and Dust Storms or any other related field is a strong advantage. - Past experience in working with the state entities is a strong advantage.
Required Language(s)	Fluency in Farsi and English is required.
Professional Certificates	N/A