

Vacancy Announcement – UNESCO Tehran Cluster Office – Programme Assistant

Position Title: Programme Assistant for Natural Sciences

Grade: L4 (UNESCO Tehran SC scale)

Duty Station: Tehran, I.R. of Iran

Type of Contract: Service Contract

Duration of Contract: 01 August to 31 December 2019

Closing Date of Applications (midnight, local time): 21 July 2019

A. Under the overall supervision of the Director of UNESCO Tehran Cluster Office and day-to-day supervision of the Programme Officer for Natural Sciences, the incumbent will contribute to the Natural Sciences unit, provide administrative, and programme support to the unit and will perform the following functions:

- Prepare necessary analysis, correspondence, briefings, inputs and reports related to the natural sciences unit;
- Draft and process contracts, process payment requests, ensure that deadlines and the terms of reference of contracts are respected, and draft contract amendments in a timely manner when needed;
- Liaise with other UN Agencies and Government counterparts to collect necessary data and information;
- Assist in coordination and organization of events (meetings/seminars/workshops); invite participants and arrange for their visas, tickets and accommodation as required; translate documents/correspondences as needed; support the development of contracts/POs in UNESCO Contract Management System (DUO); order supplies such as refreshment/flowers, and equipment and assist in their prompt distribution, purchase and delivery;
- Manage the official agenda and schedule appointments related to the Natural Sciences unit;
- Prepare financial reports and documents, perform financial duties related to the Natural Sciences implementation;
- Assist in providing support towards travel of program staff as well as incoming Science related missions from Headquarters and other Field Offices including obtaining security clearance, visa requests, procurement of tickets, and prepare official travel documentation;
- Carry out interpretation and translation (Farsi/English/Farsi);

- Maintain the filing and reference system of the Natural Sciences Unit; ensure that the Science unit's shared files are up-to-date and in good order in line with UNESCO and UTCO standards; provide support in the management and archiving of financial commitments, contracts, and procurement related documentation of the programme programmes, and prepare files for audits;
- Create electronic mailing lists of the Science unit including government, civil society, UN and UNESCO partners, and maintain an up-to-date database of programmes contacts in the shared folders determined for this purpose;
- Perform any other task assigned by the Director of Office and the Natural Sciences Officer;
- Back-stop the Natural Sciences Programme Officer during their leave of absence

B. Requirements

- Education: bachelor's degree in fields related to natural resources management, environment or other related fields;
- Fluency in written and communication in English and Persian;
- Minimum four years of relevant working experience.

C. The core competencies required by the job:

- Demonstrate/safeguard ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking, learning and sharing knowledge and facilitating the learning of others;
- Act as a team player and facilitate teamwork.

HOW TO APPLY

Interested candidates should submit their application letter and CV in English to UNESCO Tehran Cluster Office (JobVacancy-TEH@unesco.org) using UNESCO CV.