



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

UNESCO Tehran Cluster Office

سازمان تربیتی، علمی و فرهنگی ملل متحد (یونسکو) - دفتر منطقه ای یونسکو در تهران

Vacancy Announcement

Position Title: Programme Assistant for Natural Sciences

Level: SC4

Vacancy Number: VN/17/01

Duty Station: Tehran

Type of Contract: Service Contract

Duration of Contract: 25 September to 31 December 2017

Closing Date: 18 September 2017

Interested applicants should directly send their applications/ P11 forms to email address JobVacancy-TEH@unesco.org

Please make sure you will mention the Vacancy Number in the subject line of your email
Short-listed candidates maybe invited for written exam.

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 and provide administrative and programme support to the unit and will perform the following functions:

- a. Liaise with other UN Agencies and Government counterparts to collect necessary data and information;
- b. Prepare necessary analysis, correspondence, briefings, inputs and reports related to the natural sciences unit;
- c. Carry out interpretation and translation (Farsi/English/Farsi);
- d. Assist in coordination and organization of events (meetings/seminars/workshops/gatherings); 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;
- e. Assist in providing support towards travel of program staff including obtaining security clearance, visa requests, procurement of tickets, and prepare official travel documentation;
- f. 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;
- g. Prepare financial reports and documents, perform financial duties related to the Natural Sciences implementation;
- h. Manage the official agenda and schedule appointments related to the Natural Sciences unit
- i. 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;
- j. Assist and follow up on incoming Science related missions from Headquarters and other Field Offices, as may be required;
- k. Create Science units electronic mailing lists 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;
- l. Perform any other task assigned by the Director of Office and the Natural Sciences Officer;
- m. Back-stop the Natural Sciences Programme Officer during their leave of absence;

دفتر منطقه ای یونسکو در تهران - زعفرانیه، مجموعه فرهنگی تاریخی سعدآباد، کد پستی ۱۹۸۹۶-۴۳۹۳۶ تلفن: ۱۷ - ۲۲۷۵۱۳۱۵ فاکس: ۲۲۷۵۱۳۱۸

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E-mail: tehran@unesco.org

B. The core competencies required by the job:

- a. Demonstrate/safeguard ethics and integrity;
- b. Demonstrate corporate knowledge and sound judgment;
- c. Self-development, initiative-taking, learning and sharing knowledge and facilitating the learning of others;
- d. Act as a team player and facilitate team work;
- e. Fluency in both (written and spoken) English and Farsi
- f. Communicate efficiently and effectively;