

Conservation of Iranian Wetlands Project (CIWP)

Admin & HR Expert

VA ID: CIWP/III-2212AHE



Please note that this is NOT a UNDP office position. This is a NIM project jointly implemented by the UNDP and the Department of Environment.

Vacancy Announcement and Terms of reference for Admin & HR Expert

GENERAL INFORMATION

Services/Work Description:	Admin & HR Expert
Project/Program Title and ID:	Conservation of Iranian Wetland Project – Phase III (00128285)
Direct Supervisor:	The National Project Manager (NPM)
Duty Station:	Central Project Office – Tehran
Expected Places of Travel:	As and when required by the supervisor
Duration:	One year – initially on a three-month probationary contract that will be expended upon satisfaction of performance
Tentative Expected Start Date:	Immediately after signing the contract
Project Calendar	According to the official Iranian work days in Tehran (Thursday & Friday as the weekend)
Opening Date:	Aug 25th
Closing Date:	Sep 8th

I. BACKGROUND

After successful completion of the Conservation of Iranian Wetlands Project (CIWP) as a joint initiative between the Government of the Islamic Republic of Iran (led by the Department of Environment), Global Environmental Facility (GEF), and the United Nations Development Program (UNDP) in 2013, a scale-up phase started by DoE and UNDP to sustain the achievements of CIWP throughout the country, ensuring that its' outcomes are systematically up-scaled both vertically and horizontally throughout the country.

Shortly after this fresh start, and with the financial contribution from the Government of Japan, a new component for "Modelling Local Community Participation in Restoration of Lake Urmia through Establishment of Sustainable Agriculture and Biodiversity Conservation" was added to CIWP in 2014.

At the national level, CIWP supports the development and implementation of Wetlands Integrated Management Plans through inter-sectoral coordination structures for more than 30 Iranian wetlands and has put in place a strong wetlands ecosystem management legislative platform and inter-sectoral administrative structures, supporting the implementation of the "Ecosystem Approach", development of Communication, Education, Participation and Awareness Raising (CEPA) Plans for the first pilot site in the country and sharing the CIWP and other wetlands initiatives, knowledge and lessons learned with the regions of South and Central Asia, as well as promoting local community participation in Lake Urmia restoration through the establishment of sustainable agriculture practices and biodiversity conservation at Lake Urmia level. In this special component, there has been a strong focus on capacity building and training as the main tools of development projects with a participatory approach. This occurs through different small projects and activities in various areas which strengthen people's participation and involvement including alternative and sustainable livelihood, micro-credit funds, and Payment for Ecosystem Services (PES).

II. DESCRIPTION OF WORK AND RESPONSIBILITIES

The Admin and HR Expert will support the NPM in ensuring smooth running of the Project Central Office (PCO), and the highest level of operational and quality standards in the PCO. He/she will assist the NPM by providing administrative and HR support to the project through the following specific tasks:

1. Co-ordinate processing of the whole routine personnel procedures such as attendance, leave requests and reports, status reports, entitlements of the staff, etc.;
2. Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards, and other relevant documents;
3. Provide administrative support to events like conferences, workshops and etc;
4. Maintain the files and records relevant to the office maintenance, administrative, and HR activities;
5. Draft official letters and minutes of meetings;
6. Receive and process the CIWP official correspondence;
7. Provide and oversee full logistical support to the project activities at the national, provincial, and site levels;
8. Support all recruitment processes from vacancy announcement to onboarding and termination of contracts (staff and consultants);
9. Assist the NPM and other project staff in regular project activities;
10. Work closely with the project staff members, UNDP, and consultants (i.e. national and international) to facilitate the fulfillment of the project objectives;
11. Prepare regular administrative reports and any other reports upon the request of the NPM;
12. Assist with translation of reports, news, letters, and documents as well as interpretation;
13. Manage and schedule the NPM's appointments;
14. Receive CIWP incoming calls;
15. Coordinate the provision of all administrative & personnel support of the project, ensuring that appropriate control reporting structures are maintained in accordance with UNDP rules and regulations;
16. Manage the office expenditures and petty cash including record-keeping of all related documents;
17. Provide tools and mechanism for recruitment process;
18. Provide evaluation criteria to shortlist candidates and support the interview panel members;
19. Support development, implementation, and evaluation of the HR Management plan.
20. Implement other tasks as and when requested by the NPM.

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III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Expert will report to the National Project Manager (NPM) on a regular and/or ad-hoc basis based on the above tasks, the work plans, and project documents.

IV. DELIVERABLES

The incumbent is expected to meet the deliverables as per the following table:

Timesheets	Monthly
Work plan document	As and when required
Mission reports and documents	As and when required
Self-Assessment Forms	Six-monthly

V. TIMING, DURATION, AND DUTY STATION

The contract duration is one year and the Admin & HR Expert will be given a three-month probationary contract that will be extended upon the satisfaction of both sides. He/she will be based at the Central Project Office in Tehran.

VI. QUALIFICATIONS AND REQUIREMENTS

- Preferably university degree in Administration and Human Resource, or general services (or any other directly related fields);
- At least 3 years of relevant and solid experience in fields related to the assignment;
- Excellent inter-personal, communication, networking and negotiating skills;
- Excellent proficiency in English and Farsi (both speaking and writing skills);
- Ability and willingness to travel, and;
- Demonstrated skills in office computer use - word processing, spreadsheets, and databases

VII. EVALUATION

The Admin & HR Expert will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the candidate who has been evaluated and having received the highest score out of a pre-determined set of criteria specific to the solicitation (Please see table below).

Evaluation Criteria	Max. Point
1) Qualifications and Requirements, 2) CV and 3) Cover letter (each 10%)	30%
Technical written test	30%
Interview	40%
Total	100%

VIII. HOW TO APPLY AND DOCUMENTS TO BE SUBMITTED

Interested applicants are requested to submit their CV along with their cover letter in English only via email to ciwp.vacancy@gmail.com using this pattern to title their email in the subject field: "CIWP/III-2212AHE-first name last name", e.g. "CIWP/III-2212AHE-Reza Akbari". Applications lacking the required documents may be disqualified.

Mehri Asnaashari

National Project Manager

