

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

<b>Services/Work Description:</b>	Admin & HR Expert
<b>Project/Program Title and ID:</b>	Conservation of Iranian Wetland Project – Phase IV
<b>Direct Supervisor:</b>	The National Project Manager (NPM)
<b>Duty Station:</b>	Central Project Office – Tehran
<b>Expected Places of Travel:</b>	As and when required by the supervisor
<b>Duration:</b>	One year – initially on a three-month probationary contract that will be expended upon satisfaction of performance
<b>Tentative Expected Start Date:</b>	Immediately after signing the contract
<b>Project Calendar</b>	According to the official Iranian work days in Tehran (Thursday & Friday as the weekend)
<b>Opening Date:</b>	20 January 2025
<b>Closing Date:</b>	03 February 2025

### I. BACKGROUND

The Conservation of Iranian Wetlands Project (CIWP), as a joint initiative of the Department of Environment (DOE) and UNDP, has championed the introduction of innovative ecosystem-based approaches for the conservation and management of Iranian wetlands for the benefit of the communities and biodiversity that depend on these remarkable ecosystems. The CIWP formulated a strategy for the period of 2015-2019 that focused on providing evidence-based policy arguments and practical solutions to support wiser decision-making in favor of wetlands. The overall goal of this strategy is that the condition of Iranian wetlands is improved in terms of biodiversity and the livelihoods of inhabitants around wetland ecosystems. Shortly before 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 the Establishment of Sustainable Agriculture and Biodiversity Conservation" was added to CIWP in 2014 and continued till 2020 in seven years.

In 2020, based on a new 5-year document, Phase III of the Conservation of Iranian Wetlands Project started. This phase was built upon the successes of the previous phases of the Project, during which the ecosystem-based management approach was introduced and partly implemented for several wetlands. Currently, in 2025, the main partners of the project decided to extend the project document for 5-year period. This extension will be based on previous successful experiences and efforts to expand the achievements in new sites. Also, the Japanese government has announced its decision to provide financial support to the project in the new phase (phase IV) and it is set to have this support for a period of 4 years.

The strategic components selected for the implementation of the Project for sustaining the conservation of the wetlands and the livelihood of the surrounding population are: 1) Iran's wetlands are better managed through mainstreaming the ecosystem approach and applying effective tools; 2) The management of land, water and biodiversity in wetland basins is sustainable and adapted to climate

change, enhancing local community livelihoods and wellbeing; and 3) Iran's wetlands are in better condition due to increased public awareness and participation, enhanced collaboration, knowledge and sharing of innovative national and international technologies and practices.

With the size and diversity of the Project components and activities, it is crucial that the Project employ and maintain a strong Admin and HR expert. The **Admin and HR Expert** will be responsible for the implementation of the project at the office and making the necessary arrangements to ensure the progress of the project in partnership with key stakeholders.

## **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. Manage the attendance software of the project;
21. Implement other tasks as and when requested by the NPM.

**III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Admin and HR 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
Project archive	Monthly
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);
- Strong data base management and self-organization skills;
- Demonstrated skills in office computer use - word processing, spread sheets, 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).

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

**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 "[wetland.ciwp@gmail.com](mailto:wetland.ciwp@gmail.com)" using this pattern to title their email in the subject field: "CIWP (IV)-Admin and HR Expert-first name last name", e.g. "CIWP (IV)-Admin and HR Expert-Reza Akbari". Applications lacking the required documents may be disqualified.

**Mehri AsnaaAshari**

**National Project Manager**

