



NORWEGIAN  
REFUGEE COUNCIL

## Job Description

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Position:	Information Counselling Legal Assistance (ICLA) Officer
Reports to:	ICLA Coordinator Area Central
Supervision of:	-
Duty station:	Tehran
Travel:	30%
Duration and type of contract:	Until December 2018, with possibility of extension

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All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### **1. Role and responsibilities**

Purpose of the position is to ensure high quality project implementation at field level

#### Generic responsibilities

1. Implement ICLA project portfolio according to strategy and plan of action
2. Ensure adherence with NRC policies, tools, handbooks, guidelines and donor requirements
3. Engage with partners and stakeholders as required
4. Prepare and develop status reports as required by the management
5. Identify protection needs and gaps
6. Ensure proper filing of documents
7. Organize mapping of operational agencies in the areas of interventions and coordination.
8. Ensure that projects target the most vulnerable right holders
9. Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist
10. Participate in NRC's staff seminars and trainings when required

#### Specific responsibilities

- Identification of the most vulnerable households through regular field visits
- Provision of counselling services to the target group
- Provision of information services to the target group
- Regular follow up on status of registered cases
- Conduct regular needs assessments and monitoring of status of the project implementation

#### Critical interfaces

- Work closely with other NRC's core competencies
- Liaise with local authorities and refugee communities at field level

### **2. Competencies**



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Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

- At least 3 years of working experience in a humanitarian/refugee context
- Law degree in the field of international humanitarian or refugee law OR other relevant educational background combined with relevant professional experience
- Documented results related to the position's responsibilities
- Excellent communication and interpersonal skills
- Good knowledge of the Iranian legal system and relevant international legal instruments
- Experience working with refugees in Iran
- Fluency in English and native proficiency in Persian, written and spoken
- Knowledge of the context in Afghanistan is an asset.
- Experience working in complex and volatile contexts
- Strong understanding of protection principles
- Experience working as a social worker is an asset.

### 2. Behavioural competencies

- Planning, managing resources and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Teamwork and coping with change

### **3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review
- The End-term Performance Review
- The NRC Competency Framework

**Interested Candidate can apply from following link :  
[www.nrc.no/Vacancies](http://www.nrc.no/Vacancies) Select Iran under Location window  
and through the Webcruiter latest by 13/01/2018.**



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