



Job Description

Position:	Community Centre Officer
Reports to:	Protection Coordinator
Supervision of:	-
Duty station:	Tehran and Qom / Soleimankhani and Mobarakabad Administrative Centre
Travel:	N/A
Duration and type of contract:	Until December 2018, with possibility of extension

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

The Community Centre officer will be responsible for fostering the implementation of NRC integrated programming in newly established community centre. He/She will be supporting Area Manager (AM) and Protection Coordinator in mainstreaming protection in line with NRC's Policies and global protection standards. He/She will also work closely with AM to build local partners' staff capacity through trainings and awareness raising sessions.

The Community Centre Officer will develop strong working relationships at field levels with key stakeholders and provide regular context analysis updates on protection trends.

Generic responsibilities

1. Implement 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

- Oversight and support the proper running of the community centre with support of the Protection Coordinator and Area Manager.
- Coordination and implementation of the activities with CC Coordinators/Specialists.
- Regular follow up on specific cases with Protection and ICLA teams
- Support needs assessments and monitoring of projects implementation

Critical interfaces

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

2. Competencies

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

- 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 desirable

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 candidates should apply only via our website (Select Vacancies and select Iran under Location window) and by Webcruiter no later than 15/01/2018.



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