

**Liaison Assistant**

**Employment band: I**

**Overall purpose of the role**

Under the supervision of the Team Leader, the Liaison Assistant supports the Programme and Support Services teams to send and receive key messages from government entities. Including but not limited to BAFIA, to facilitate the achieving of DRC's operational needs and programme objectives

**Geographic scope: Country**

This role has a country focus and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing country activities.

**Main responsibilities**

Administration:

- Ensure all staff in programmes and support service teams are aware of processes for submitting letters to government, are using standard templates and standard language
- Review Farsi and English letters for government partners submitted by partners for accuracy and translation
- Issue serial numbers to approved letters and ensure they are filed online after CD's signature is obtained
- Ensure letters are submitted to BAFIA by courier in a timely fashion
- Receive incoming official communications from government and non-government partners (e.g. letters, faxes, documents, etc), make soft copies and file online as appropriate
- At request of Team Leader, draft letters directly for submission to BAFIA
- Keep an Issues Log of current letters submitted to BAFIA and their status of resolution

External Communications:

- Follow up by phone on submitted letters with lower level BAFIA staff
- Under direction of the Team Leader, attend lower-level BAFIA meetings with PMs/HoP
- Substitute where necessary for Team Leader in external meetings as translator etc.

General:

- Keep an overview of the locations and detail of DRC's programme activities
- Other tasks and duties as may be required by the Team Leader or next level managers.

**Direct reports**

No direct reports

**Reports to**

MEL Team Leader

**Required experience and technical competencies**

- Minimum 1 year of experience of communications, liaison, advocacy, or other relevant experience
- Strong representational skills and ability to negotiate effectively
- Calm persona with ability to build positive and productive relationships
- Good verbal and written communication skills.
- Ability to analyse data and summarize it for a range of different audiences.
- Excellent spoken English and Farsi, with strong formal writing skills in both languages

All DRC roles require the post-holder to master DRC' core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Acting in line with DRC's vision and values.

**Required education**

Diploma qualification required, degree level preferred

**Salary Grade**

TBC

**We offer**

Contract length: Subject to a successful 3 months probationary period the contract would be extended

Position: For national staff only

Location: Tehran

Start date of work: ASAP

Deadline for application: 14 Jan. 2018

**Interested:** Interested candidates are invited to apply through DRC vacancies as per following link:

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=150172&DepartmentId=19062&MediaId=5>