

## Job Description

*A job description is a written statement that describes the employee's role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

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Position:	Education Coordinator
Reports to:	Area Manager
Supervision of:	Education Officers
Duty station:	Kerman, South Iran
Travel:	60%
Project number:	IRFE1604, IRFM1803
Duration and type of contract:	8 months (End of 2018) with possibility for an extension

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

### 1. Role and responsibilities

The purpose of the CC Coordinator position is to implement delegated CC project portfolio

The following is a brief description of the role.

#### Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Participate and Line management of Education project field staff
2. Adherence to NRC policies, guidance and procedures
3. Contribute to CC strategy development, project proposals and provide input on needs and gaps
4. Manage and implement delegated portfolio of Education projects (activities, budget and project documentation) as delegated from AM in line with proposals, strategies and donor requirements, and ensure high technical quality
5. Provide regular progress reports to AM (AM and CCS if no AM)
6. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
7. Promote and share ideas for improvement and necessary changes in the activities
8. Ensure capacity building of project staff and transfer key skills
9. Liaise and collaborate with relevant local authorities and other key stakeholders
10. Promote the rights of IDPs/returnees in line with the advocacy strategy

### Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Monitor the partner implementation of the project according to work plan
- Monitor the budget expenditure
- Support and mentor staff and partners in project implementation

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Project planning: Area Manager, Education Specialists
- Area operations: Logistics Coordinator
- Staff capacity building: CC Specialists, HR Development Officer
- Implementation: Area Manager, CC Specialists

### Scale and scope of position

Staff:	2 project officers
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	
Information:	
Legal or compliance:	Terms of Employment and Code of Conduct

## **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

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies for this position:**

- Experience from working in project implementation position in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

#### **Context related skills, knowledge and experience (shall be adapted to the specific position):**

- Knowledge of the context in Iran
- Knowledge of Farsi
- Experience in humanitarian work, especially in education related response

### 2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environments
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development
- Planning and delivering results

### **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 Professional Development Plan
- The Competency Framework

Interested candidate should apply from the following link:

[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under location and through the webcruiter latest by April 19, 2018.