

Job Description

Rights Respected, People protected

Position:	Shelter/WASH Officer
Reports to:	Shelter/WASH Coordinator
Supervision of:	Area Manager
Duty station:	Tehran (possibility to be in Mashad)
Travel:	50 %
Project number:	IRFP0000
Duration and type of contract:	Till end of 2018 (possibility of extension), Fixed time contract

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 purpose of the officer position is day to day implementation of the Shelter and WASH Project.

Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks and guidelines
- Implement delegated project portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist
- Promote and share ideas for technical improvement
- Promote the rights of refugees/IDPs/returnees in line with advocacy strategy
- Identify and report protection needs and gaps, explore and propose new and safer ways to assist

Specific responsibilities

- Develop all NRC technical architectural, mechanical and electrical plans for the implementation of Shelter and WASH activities
- Ensure beneficiary community engagement /participation in the activities implementation and handing over for management
- Utilize or develop monitoring tools and employ them to constantly observe and report on quantity and quality of work implemented
- Break down the operational plans into weekly, monthly and quarterly implementation plans
- Support to NRC Logistics Department with tendering processes and the procurement of materials and supplies
- Conduct quality control and provide technical support to NRC's contractors
- Ensure that procurement, development and distribution of materials and equipment are conducted timely and according to procedures

Critical interfaces

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

- Liaise with government and relevant UN and NGO partners at central and field level
- Coordinate with NRC other core competencies, finance and logistics departments
- Coordinate with contractors in terms of contract management, monitoring and implementation
- Coordinate and collaborate with local communities
- Interact with technical agents of donors and technical advisors during the course of their field visits, provide necessary technical inputs and lead technical discussions with them.

Scale and scope of position

Staff:	Currently the Shelter/WASH Unit consists of 1 Coordinator and 3 Officers in Tehran
Stakeholders:	Governmental bodies including BAFIA, DoE, DoH, Municipalities; UNHCR, INGOs, local NGOs, civil society, project contractors and suppliers
Budgets:	GFFO, SIDA, Norwegian MFA, EU Funds (ECHO and DEVCO) and other funds
Information:	Responsible for coordinating CC related input required for NRC's GORS as well as other quarterly, interim and final reports as required by donors. Progress and status reports will be prepared and shared with BAFIA. Validated input should be regularly collected from implementing partners.
Legal or compliance:	NRC's Terms of Employment and Code of Conduct, National civil codes and standards, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct, Procurement (Services or goods), Donor requirements.

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:

- Experience from working as a Project Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Fluency in English and native proficiency in Persian, written and spoken

Context/ Specific skills, knowledge and experience:

- Knowledge of the Afghanistan displacement context is an asset
- Previous experience in working with NGO is an asset
- Experienced and Ability to produce good quality reports in English and Persian according the deadlines
- Skillful in negotiation with wide range of stakeholders with different interests, including contractors and camp managers
- Ability to provide technical solutions to address probable shortcomings in contracts, work implementation, etc. through drafting work orders, contract amendments, etc. and communicating them to contractor and suppliers after confirmation of line manager
- Good knowledge of Iranian labor law, taxation regulation and contract and project cycle management

2. Behavioural competencies



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:

- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment
- Analytical and multitasking skills
- Flexibility and adaptability (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 Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Interested candidates should apply from the following link:

www.nrc.no/vacancies and select Iran under Location window and through the Webcruiter latest by April 21st, 2018.



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