

## Job Description

### Rights Respected, People protected

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Position:	Information Counselling and Legal Assistance (ICLA) Officer
Reports to:	ICLA 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

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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

The purpose of the officer position is day-to-day implementation of the ICLA 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

- Ensure development and follow up the activities planned for the project in collaboration with ICLA Coordinator
- Coordinate the implementation of programme components/activities at the local level, in close collaboration with the communities, partners and local authorities
- Participate in field assessments to identify most vulnerable households and distribution of cash cards
- Regular follow up on status of registered cases
- Conduct regular needs assessments and monitoring of status of the project implementation
- Break down the annual operational plans into weekly, monthly and quarterly implementation plans
- Contribute in the identification of new projects and new areas of intervention
- Coordinate and communicate with all other NRC's program and support units, as required
- Attend technical cooperation meetings with NRC's counterparts in the CC field, prepare notes and undertake follow-up action and coordination related to project implementation and monitoring
- Perform other businesses as delegated by the ICLA Coordinator

#### 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 ICLA Unit consists of 1 Coordinator, 2 Officers and 1 assistant 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,
- Previous experience in legal/protection aspect of humanitarian and/or refugee program is preferable
- 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/settlement managers
- Ability to provide technical solutions to address probable shortcomings in contracts, work implementation
- 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 following website:

[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under location window and through the Webcruiter latest by April 21<sup>st</sup> 2018.