

## Job Description

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Position:	Grants Coordinator
Reports to:	Head of Programme
Duty station:	Tehran, Iran
Travel:	Up to 20% in the country
Project number:	
Duration and type of contract:	12 months, possibility of 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 Grants Coordinator position is to provide essential grant management support to HoP in delivering quality programmes in line with the NRC CO strategy and PoA.

The following is a brief description of the role.

1. Adherence to NRC policies, guidance and procedures
2. Develop and maintain overview of all grants, donor requirements, rules and regulations, and internal and external deadlines, including filing of grant documents
3. Coordinate the development of donor applications and reports, as well as ensuring donor compliance and quality control
4. Contribute to the development and revision of funding proposals, budgets and donor reports
5. Document, analyze, and share learning from proposal and reporting process, and compliance with donor rules and regulations
6. Contribute to continuously improving internal grant management systems
7. Provide an internal help-desk on donor related issues, including organize and deliver trainings in donor rules and regulations, as well as proposal and report writing
8. Contribute to PCM trainings and usage of the NRC PCM frame work in the CO as delegated by the Head of Programme
9. Represent with relevant partners and donors as delegated
10. Promote the rights of IDPs/returnees in line with the advocacy strategy
11. Ensure that key learnings are extracted from operations regarding protection, and incorporate them into program strategy and staff development processes.

### Specific responsibilities

1. Organise proposal planning meetings and coordinate proposal development for NRC Iran's portfolio of donors;
2. Build positive working relationships with programmes and support teams to coordinate and support development of high quality proposals using relevant NRC Grant Management tools and guidance (proposal development calendar, internal log-frame, procurement plan, internal budgeting tool);
3. Support the programme and M&E teams on organisational assessments of implementing partners as per NRC's Grants Management procedures and relevant donor regulations

4. Support the Head of Programme in reviewing donor contracts, flag any points that might challenge NRC's procedures, and support contract negotiations;
5. Together with the Head of Programme, summarise in writing, key reporting and compliance requirements (compliance checklist) including potential issues for Grant Opening Meetings;
6. Work with the relevant Area Manager (s)/ Core Competency Specialist (s) to ensure Grant Opening Meetings are arranged and take place within 30 days of the grant being activated and all mandatory internal documents are in place (internal logframe, internal budget, procurement plan, M&E matrix).
7. Coordinate the finalization of donor reports ensuring consistency between narrative and financial reports and that they meet quality standards; Keep track of project review meetings and support Area Manager/CC specialist/Head of Programme (for multiple areas grant) in conducting quarterly PRM for each grant (rhythm to be adapted to each project and defined with HoP)
8. Support of the closure of grants , including Grants Closing Meetings.
9. Ensure all key grant documents for grant is available within the programme unit by maintaining a standardized information management /filing systems in relation with support unit.
10. Visit area offices to support with capacity building of staff and roll-out of PCM activities;
11. Support the Head of Programme to ensure correct and up-to-date maintenance of Grants Tracker;
12. Assist Advocacy and Communication unit to compile the visibility annexes and documentation related to various donor grants.
13. Support external donor audits in collaboration with Head of Support.
14. Participate to the tracking of relevant calls for proposals on donor`s website.

### Critical interfaces

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

- Head of Programme, Head of Support, Area Managers , Advocacy and Communication Manager, M&E Manager
- Donors
- Grant Coordinators in other COs
- Institutional Partnership Advisers

## **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:

### a. Professional competencies

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

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

- Between 3-5 years of relevant experience within field of expertise
- Relevant experience from the project management in the humanitarian sector
- Experience from working with humanitarian and development donors
- Good understanding of donor rules and regulations
- Strong communication, interpersonal skills
- Excellent written and oral communication skills in English
- Proven skills in report and proposal development,
- Strong coordination and organizational skills
- Ability to meet deadlines and to work under pressure

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

- Knowledge of the Afghanistan displacement context is an asset

- Good knowledge of EU donors rules and regulations
- Previous experience in working with INGOs
- Experience of project management is an asset

#### **Additional information**

- Contract period: **12 months, with possibility of extension**
- Salary/benefits: According to NRC's salary scale and terms and conditions
- Duty station: Tehran, Iran with up to 25% travel in country
- Approved health certificate will be requested before contract start

#### **b. Behavioral 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
- Working with people
- Analysing
- Communicating with impact and respect
- 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 Professional Development Plan
- The Competency Framework

**Interested candidates should apply from following link:**

**[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.**