

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.

Position:	Shelter-WASH Officer
Reports to:	Shelter WASH Coordinator (Area South)
Supervision of:	-
Duty station:	Kerman (Area South)
Travel:	Minimum of 4 field visits per month
Project number:	
Duration and type of contract:	By the end of 2018, with possibility of extension

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 a Core Competency (CC) Officer position is day to day implementation of the CC Project.

The following is a brief description of the role:

Generic responsibilities

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. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated Shelter Wash projects portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist
6. Conduct regular gap assessments in urban and rural refugee communities
7. Involve and inform communities and community leaders about the activities
8. Promote and share ideas for technical improvement

Specific responsibilities

1. Develop all NRC technical architectural, mechanical and electrical plans for the implementation of Shelter and WASH activities
2. Contribute to calculate the bill of quantities (BoQ) and preparation of cost estimations.
3. Contribute to implementation and monitoring of Shelter and WASH activities according to unit's documents and plans at field level.
4. Break down the operational plans into weekly and monthly implementation plans.
5. Documentation and archiving the projects documents and tracking the project progress.

6. Ensure that procurement, development and distribution of materials and equipment are conducted timely and according to procedures
7. Utilize or develop monitoring tools and employ them to constantly observe and report on quantity and quality of work implemented
8. Support to NRC Logistics Department with tendering processes and the procurement of materials and supplies
9. Conduct quality control and provide technical support to NRC's contractors

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: Shelter/WASH coordinator, Area Manager
- Area operations: Shelter/WASH coordinator, Area Manager, Support Coordinators, other CC officers
- Implementation: Shelter/WASH coordinator, Area Manager

Scale and scope of position

Staff:	N/A
Stakeholders:	Governmental bodies including BAFIA, DoE, DoH, Municipalities; UNHCR, INGOs, local NGOs, civil society, project contractors and suppliers
Budgets:	N/A
Information:	Periodic progress reports, Bill of Quantities, Cost estimations, Monitoring reports, Field visit/Needs Assessment reports, Minutes of the meetings.
Legal or compliance:	Term of Employment, National civil codes and standards, International Humanitarian Standards, NRC Anti-corruption policy 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 three categories:

1. Professional competencies

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

Generic professional competencies for this position:

- University degree in Architecture, Civil or Construction Engineering.
- At least 5 years of work experience with similar responsibilities in Shelter and WASH activities / Construction.
- Previous work experience in complex and volatile contexts, preferably working with Gov. bodies
- Fluency in English and Persian, both written and spoken
- Proficiency in related software including AutoCAD, Project Management, Cost estimation software (TAKSA), Microsoft Office
- Experience working with NGO/INGO will be a plus
- Experience working in WASH sector, as well as with local communities will be a plus

Context/specific skills, knowledge and experience:

- Ability to produce good quality reports in English and Persian within tight deadlines
- Skilful in negotiation with wide range of stakeholders with different interests, including contractors and camp managers
- Effective interaction with projects stakeholders including contractors and team members
- Sound construction capabilities ensuring an effective onsite technical monitoring

- 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
- Excellent time management skills to meet tight deadlines
- Capacity to update project database regularly on items distributed and beneficiary lists

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, the following are **essential** for this position:

- Planning and delivering results
- Managing resources and achieving results
- Working with people
- Communicating with impact and respect
- Analysing
- 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 through the following link:

www.nrc.no/vacancies select Iran under Location window and by Webcruiter and latest by May 19th, 2018.