

Alborz Coordinator

Employment band: G

Overall purpose of the role

The Alborz Coordinator is based in the Alborz Community Centre in Karaj, being responsible for:

- Functions as a specialist liaison and focal point for DRC within geographic area of responsibility
- Coordinates & oversees organisation's programme delivery within geographic area of responsibility
- Monitors DRC compliance in geographic area of responsibility particularly with reference to partner-implemented activities.

Geographic scope: Country

This role has a provincial focus leading on ensuring provincial level oversight activities implemented, helping translate plans into action and providing coordination and management support to DRC, partner staff in the province.

Main responsibilities

Coordination and representation

- Represent DRC externally with local government and provincial BAFIA, being DRC's primary point of contact
- Collaborate with relevant sector and support Team Leaders (e.g. Finance, Supply Chain, Livelihoods and Protection) to effectively coordinate operations in the geographic area of responsibility, ensuring synergies are achieved within Multi-Service Community Centres
- Represent DRC at relevant coordination meetings at province level.
- Actively participate in internal coordination meeting with DRC and national partners.
- Sits on senior management team.

General Programming & Operations

- Coordinate the daily operations in/out of Community Centres in the geographic area of responsibility
- Lead on local needs assessments and research as required
- Ensure efficient and effective program implementation within area of responsibility through partner organizations.
- Participate in preparing monthly/quarterly/annual reports and proposals and budgets for donors

Administrative and logistical support

- Provides technical guidance to junior staff in area of responsibility on compliance issues
- Manages local advances for finance needs under the guidance of Finance Team in Tehran
- Oversees local procurement under the guidance of the Supply Chain Team in Tehran
- Assist in project implementation and reporting
- Prepare weekly, monthly, quarterly and annual reports to relevant authorities as per need

Direct reports

No direct reports

Reports to

Head of Programmes

Required experience and technical competencies

- Minimum 3 years of practical experience working for an INGO or similar organization in a management or coordination role.
- Documented skills in project planning, budget oversight and reporting
- Excellent skill in MS Word, Excel, and PowerPoint

- Experience in project development
- Experience working with national NGO partners, local/government authorities, and UN organisations
- Fluency in written and spoken English

All DRC roles require the post-holder to master DRC' core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Acting in line with DRC's vision and values.

Required education

Relevant university degree (e.g. political science, international development), Masters preferred

Salary Grade

Within DRC Iran Salary Scale

We offer

Contract length: Subject to a successful three-month probationary period the contract would be extended.

Position: For national staff only

Location: Karaj

Start date: ASAP

Application process

Interested? Then apply for this position by going through this link:

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=151064&DepartmentId=19062&MediaId=5>

Deadline

20th May 2018