



## Job Description

Rights Respected, People protected

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Position:	Logistics Officer
Reports to:	Emergency and Early recovery Project Manager
Supervision of:	-
Duty station:	Tehran
Travel:	50 % travel to Sistan and Bluchistan
Project number:	IRFM1802
Duration and type of contract:	End of 2018 with extension possibility

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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 Support function responsibilities. The following is a brief description of the role:

#### 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
- Promote and share ideas for improvement of the logistics function
- Promote the rights of refugees in line with advocacy strategy

#### Specific responsibilities

- Lead in implementation of sourcing, procurement and logistics activities in support of the NRC Iran programmes and operations
- Work closely with Programme and finance/HR Admin units to consolidate local procurement, contracting and reporting requirements ensuring that NRC's logistics and financial rules and procedures and standards are followed and applied
- Assist the logistics coordinator to ensure proper procurement plans are developed and implemented efficiently.
- Act as Procurement Officer in organizing, conducting and facilitating bid committee meetings in accordance with logistics handbook, procurement SOP and Bid Committee SOP.
- Lead in management of logistics supplier lists including performance monitoring and measurement and market survey as well as collaboration on development and enforcement of all required logistics Standard Operating Procedures for NRC Iran operations.
- Other duties as assigned by his/ her supervisor.
- Management of out posted petty cash as per NRC Financial regulations;
- Clearing of travel cost and reimbursement claims offline.
- Coordination with Finance unit in country office on payments status and cash flow forecast.



- Monthly meetings with the program team and support the program team and manager to make the forecast.
- Coordinate with Finance unit on archiving full supporting documents for audit preparations.

### Critical interfaces

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

- The Bureau for Aliens and Foreign Immigrants Affairs in Tehran and provinces, Ministry of Foreign Affairs, contractors, suppliers and service providers;
- NRC's programme units and support services as well as external stakeholders including but not limited to private enterprises, NGO's, UN agencies and other relevant actors in Iran

### Scale and scope of position

Staff: N/A

Stakeholders: Project contractors and suppliers

Budgets: N/A

Information: Agresso

Legal or compliance: Code of Conduct

Terms of Employment

## **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:**

- University degree in industrial management, business administration, finance, marketing or similar specialties with focus on supply chain management
- Experience in Logistics or as Support officer in a humanitarian/recovery context.
- Previous experience working in high pace, complex and volatile contexts.
- Documented results related to the position's responsibilities.
- Strong Logistics Core Competency expertise

#### **Context/ Specific skills, knowledge and experience:**



- Full professional proficiency in English and Persian, both written and spoken
- Basic knowledge of the humanitarian context and/or refugee context in Afghanistan is a plus
- Strong ability to write reports and official correspondence
- Strong relationship building skills
- Experience in working with contractors

## 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
- Working with people

## **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 candidate should apply through the following link latest by August 14,2018:**

**[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under Location window.**