



Job Description

Rights Respected, People protected

Position:	Education 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

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 Education function
- Promote the rights of refugees in line with advocacy strategy

Specific responsibilities

- Assist the PM in the preparation of gap analyses, proposals, budget utilization reports/analyses and other relevant documentation ensuring accuracy and consistency with NRC's rules and regulations
- Conduct regular field visits and liaise with local authorities and focal points, monitor progress and implementation of activities
- Initiate and implement awareness raising activities on importance of education in collaboration with local authorities and local communities
- Attend technical cooperation meetings with NRC's counterparts in the Education field, prepare notes and undertake follow-up action and coordination related to project implementation and monitoring
- Collaborate with Finance, HR, Admin and logistics officers to ensure timely implementation of education activities
- Ensure proper filing of all project documents within the education unit
- Coordinate and exchange information with all CCs officers
- Monitor performance, training, and development of the education focal point in the field.

Critical interfaces

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

- Coordinate field visit and activities with all other Core Competence teams

Scale and scope of position

Staff: N/A

Stakeholders: Project contractors and suppliers,BAFIA

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:

- Bachelor's degree in education, political science, sociology, statistics, or related fields
- At least 2 years of relevant work experience in an education related field
- Ability to provide high quality technical analysis and assessment
- Ability to produce high quality professional reports in English and Persian within short deadlines
- Updated Knowledge of the refugee context in Iran and Afghanistan
- Knowledge and familiarity with project cycle management is an asset

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

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:



- Communicating with impact and respect
- Analyzing
- Planning and delivering results
- Working with people:
- Handling insecure environments

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 through the following link latest by August 14,2018:

www.nrc.no/vacancies select Iran under Location window then through the Webcruiter.