



Job Description

Rights Respected, People protected

Position:	ICLA Assistant
Reports to:	ICLA Coordinator
Supervision of:	N/A
Duty station:	Tehran
Travel:	30 %
Project number:	IRFX0000
Duration and type of contract:	up to 31 st December 2018, with possibilities of extension

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 Position title will support the ICLA Coordinator to ensure the day-to-day implementation of the ICLA project and will ensure proper filing of the documents and inputs of beneficiaries' records into NRC programme database.

Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks and guidelines.
- Assist with the implementation of the support function portfolio according to plan of action.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents and input beneficiary records into the NRC programme database.
- Promote and share ideas for improvement of the ICLA function

Specific responsibilities

The ICLA Assistant will be responsible for:

- Support ICLA team to identify the most vulnerable households through regular field visits;
- Support ICLA team for regular follow up on status of registered cases;
- Receiving hard copies of beneficiary records from ICLA team;
- Entering these records accurately into the NRC programme database;
- Liaising with ICLA team to clarify any uncertainties or inconsistencies on the paper records;
- Liaising with the database developer to handle any issues with the database that are related to entering, maintaining and reporting on beneficiary records;
- Liaising with the database developer to produce beneficiary reports on the database;
- Supporting the migration of data from the previous NRC cash database to the new programme database;
- Complying with NRC data protection procedures.

Critical interfaces

Relevant interfaces for this position are:

- Work closely with other NRC's core competencies;
- Liaise with local authorities and refugee communities at field level;



- ICLA team to provide the paper records of beneficiaries;
- Finance unit to provide cash records related to beneficiaries;
- ICT Department and database developer (external consultant) – to solve any technical data entry issues.

Scale and scope of position

Staff:	The ICLA Assistant has no subordinates. In NRC ICLA department 5 other people works.
Stakeholders:	The ICLA Assistant will liaise with ICLA team, finance and ICT units, and the database developer (external consultant) and UN agencies, INGOs, local NGOs, civil society, governmental bodies.
Budgets:	The ICLA Assistant has no budget responsibility
Information:	N/A
Legal or compliance:	The ICLA Assistant must work in line with the NRC data protection procedures

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 following skills, knowledge and experience are required for this position:

- Experience working with refugees in Iran is an asset.

Generic professional competencies:

- At least 2 years of working experience in a humanitarian/refugee context.
- Educational background (Law degree in the field of international humanitarian or refugee law OR other relevant like Social Science, Social welfare) combined with relevant professional experience Documented results related to the position's responsibilities.
- Excellent communication and interpersonal skills.
- Fluency in English and native proficiency in Persian, written and spoken.
- Experience working as a social worker is an asset.

Context/ Specific skills, knowledge and experience:

- Knowledge of the Afghanistan displacement context is an asset
- Experience working with databases (MS Access, SQL) is a plus.
- Advanced level in all common MS Office applications (Excel and Word).
- Experience working with data entry in a previous role.
- Previous experience in working with NGO is an asset,
- Previous experience in legal/protection aspect of humanitarian and/or refugee program is preferable



- Experienced and ability to produce good quality reports in English and Persian according to the deadlines

2. Behavioural competencies:

These personal qualities 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;
- Planning and delivering results;
- 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 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 18:

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