



NORWEGIAN
REFUGEE COUNCIL

Job Description

Position:	Security Coordinator
Reports to:	Country Director
Duty station:	Tehran, Iran
Travel:	up to 20% (within Iran)
Duration and type of contract:	12 months, with possibility of extension

Rights Respected People Protected

About NRC

The Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 60 years of experience in helping to create a safer and more dignified life for refugees and internally displaced people. NRC advocates for the rights of displaced populations and offers assistance within the shelter, education, food security, livelihoods, legal assistance, and water, sanitation and hygiene sectors. The Norwegian Refugee Council has approximately 6,000 committed and competent employees involved in projects across four continents. NRC runs the world's largest standby rosters NORCAP, with 650 professionals, ready to be deployed on 72 hours' notice when a crisis occurs.

NRC in the Islamic Republic in Iran

NRC started operations in Iran in 2012. We currently deliver humanitarian assistance in 8 provinces in the sectors of Education, Food Security and livelihoods, Water, Sanitation and Hygiene (WASH), Shelter construction, as well as Information, Counselling and Legal Assistance (ICLA). We co-lead several technical inter-agency working groups and provide capacity building to humanitarian partners in country. NRC Iran also built an advocacy unit to develop initiatives amongst INGOs to improve rights of the displaced.

NRC is scaling up substantially its activities in support of the Government of Iran efforts towards an estimated 3,6 million Afghans residing in country. We are looking for a qualified **Security Coordinator** which will deliver rigorous risk analysis and mitigation in order to ensure a conducive security environment for NRC staff and assets all across the country.

About the position: Security Coordinator for NRC Iran

Are you NRC's future Security Coordinator? NRC has a fantastic opportunity for a person with strong organizational skills and a proven capacity to manage safety and security in a complex operating environment. Are you experienced in performing security risk assessments and risk analysis? Do you have a track record of delivering high quality safety and security training to NGO staff? Can you develop security protocols and systems and work under pressure?



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The Security Coordinator assists the Country Director in ensuring the safety and security of NRC staff and assets through the implementation and compliance oversight of relevant policies and procedures. He/She plays a key role in supporting crisis and incident handling processes. The Security Coordinator plays a key role in successful conduct of the NRC mission in Iran. He/She works under the supervision of the Head of Support with the technical support of the Regional Security Advisor, based in Oslo.

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. Roles and Responsibilities

The following is a brief description of the role.

Generic responsibilities

1. Ensure Security Risk Assessments (SRA) are regularly conducted according to minimum operational requirements (MOSS) in all areas of operation.
2. Develop and implement systems and procedures related to safety and security of NRC staff and assets in all areas of operation.
3. Guarantee increased safety and security awareness amongst staff through regular awareness and capacity building in all areas of operation.
4. Support the Crisis Management Team (CMT) for crisis and incident handling.
5. Ensure NRC security protocols and systems are conducive to programme implementation, duty of care and staff care standards.
6. Quality assure safety and security protocols and systems and advise on improvements.
7. Sustain high security compliance of the country office with regards to NRC global standards.
8. Produce assessments, projections and analyses related to important security, social, economic and political developments.
9. Provide summarized security analysis for the Country Management Group (CMG).
10. Any other tasks as required and within the spirit of the present Job Description.

Specific responsibilities

1. Respond to, record and track NRC relevant incidents and provide analysis of trends and risks.
2. Assist in and/or lead the security risk assessment of new areas of operations.
3. Conduct regular security risk assessment for all locations with NRC presence.
4. Identify risk mitigation measures including costing and technical specification.
5. Take a central role in incident and crisis management situations.
6. Assist in development and implementation of relevant security-related documents (security plans and SOPs, evacuation plans, contingency plans etc.) for all locations that NRC is operational in.
7. Provide regular security related training in coordination with partners (IRCS, UNDSS, etc.)
Coordinate and liaise with other NGOs, UN agencies and authorities to exchange security information.



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Critical interfaces

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

- **Country Director** on security policy and security levels
- **Head of Support** on any support related matters, including logistics, HR and administration
- **Regional Security Advisor**, on technical line, support and reporting
- **Area Managers** on safety and security for each of their areas of operation
- **Advocacy Manager** on advocacy strategies and initiatives

Scale and scope of position

Staff:	Na
Stakeholders:	Ministry of Interior, Ministry of Foreign Affairs, Immigration Police, governmental bodies, UN agencies, INGOs, local NGOs, civil society
Budgets:	Na
Information:	
Legal or compliance:	Code of conduct, Terms of Employment, Donor Requirements

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:

- Minimum 3 year of work experience relevant for the position
- Experience in working with and understanding the security management processes in a humanitarian NGO context
- Documented results related to the position's responsibilities
- Knowledge of own leadership skills/profile
- Demonstrated ability of decision-making, communication, incident management, conflict resolution and negotiation
- Ability to work under pressure and manage stress
- Detail oriented and strong organizational skills
- Excellent English and Farsi language skills, both written and verbal

Context/ Specific skills, knowledge and experience

- Understanding of and respect for humanitarian work, particularly relating to refugee and displacement issues.
- Ability to develop a network of interlocutors in Iran
- Flexibility to work outside standard working hours
- Ability to operate and work independently



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2. Behavioural competencies

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
- Communicating with impact and respect
- Empowering and building trust
- Analysing
- Initiating action and change
- Managing performance and development

All employees of the Norwegian Refugee Council adhere to our Code of Conduct and the four organizational values: Dedication, Innovation, Inclusiveness and Accountability

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 December 1st 2018:

www.nrc.no/vacancies select Iran under Location window and submit their application in to the Webcruiter.