

Job Description

A job description is a written statement that describes the employee's role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.

Position:	Logistic Manager
Reports to:	Head of Support
Supervision of:	1 x Logistic Coordinator, 2 x Logistic Officer, 1 x Logistic Assistant, 1 Cleaner, 1 x Office Maintenance
Duty station:	Tehran
Travel:	20 %
Project number:	IRFP0000
Duration and type of contract:	Until end of 2019

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 Logistic Manager is to be responsible that the logistic set up is according to NRC standard and to support programme/project implementation.

The following is a brief description of the role.

Generic responsibilities

1. Ensure that country set up comply with Logistical Handbook, NRC policies and donor requirements
2. Implement NRC's logistics systems and procedures
3. Training and support of line managers and staff with logistical responsibilities
4. Management of the logistics team
5. Ensure anti-corruption focus in procedures and trainings
6. Establish filing systems/archives according to NRC standards in all offices
7. Initiate and maintain necessary leases, licenses and contracts with relevant authorities and suppliers
8. Provide regular analysis and reports
9. Promote the rights of refugees in line with the advocacy strategy

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Ensure the timely delivery of logistics support services to all NRC Iraq projects
- Assist in logistics budget preparation and follow up and manage allocated budget lines
- Development of formalized in country logistics policy documentation in line with NRC Global procedures
- Support on and develop relevant logs training including coaching of senior Logistics staff in all Area Offices
- Setup key performance measures for all aspects of logistics activities and regularly review them against actual performance
- Close and regular communication, coordination and planning with all logistics and program heads in all NRC AO
- Directly assisting and contributing to program and project design, including budget development

- Provide audit and control checks to the AOs to ensure compliance to the logistics handbook

Critical interfaces

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

- Legal advisor
- Programme unit
- Finance unit
- Logistic Advisor in Oslo

Scale and scope of position

Staff:	1 x Logistic Coordinator, 2 x Logistic Officer, 1 x Logistic Assistant, 1 Cleaner, 1 x Office Maintenance
Stakeholders:	Other Logistic Managers in INGOs and UN
Budgets:	N/A
Information:	Agresso Procurement, Watchdog, TerraMar
Legal or compliance:	Logistic Handbook, Anti-Corruption Handbook, Counter Terrorism policy

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:

- Minimum 3 years of experience from working as a senior Logistics Manager in a humanitarian/recovery context
- Minimum 5 years of experience from being a Logistic Manager or similar managerial responsibilities
- Experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal
- Valid driver's license

Context/ Specific skills, knowledge and experience:

- Proven knowledge and skills related to Procurement in Iranian context and Iranian Laws
- Proven expertise in Performance management
- Excellent communication and interpersonal skills

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioral competencies and the following are essential for this position:

- Initiating action and change
- Managing performance and development
- Empowering and building trust
- Strategic thinking
- Communicating with impact and respect
- Analyzing

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 **January 19, 2019**:

www.nrc.no/vacancies select Iran under Location window and submit your application in the webcruiter.