

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:	Human Resources & Administration Manager
Reports to:	Head of Support
Supervision of:	HR unit
Duty station:	Tehran
Travel:	Some travel is expected
Project number:	IRFX0000
Duration and type of contract:	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 HR & Administration Manager is to be responsible that the HR and Administration systems are according to NRC standard and to support programme/project implementation.

The following is a brief description of the role

Generic responsibilities

1. Implement NRC's HR and admin systems and procedures
2. Ensure that country set up adhere to Employment standards, HR policy and other NRC policies
3. Ensure compliance with the local labor law
4. Training, support, control and development of HR teams
5. Support and train of all staff with Senior Management Team and line managers such as HR processes and personnel cases.
6. Management of the HR and Administration team
7. Provide regular HR analysis and reports
8. Ensure safe and standardized filing of personnel documents in all offices
9. Promote the rights of refugees in line with the advocacy strategy

Specific responsibilities

- Advice and guide on recruitment, induction, staff development, performance management, reward etc.
- Responsible for initiating, develop and implement the strategic HR ambition such as Work force planning
- Responsible to provide strategic inputs in the development of NRC Iran strategy
- Lead the roll out of the HRMIS System in Iran
- HR focal point for handling HR related investigations on breaches of Code of Conduct
- Coordinate with relevant authorities and partners (Social Security Organization, Medical/Health insurance company, Ministry of Labor, Legal Advisor...)

Critical interfaces

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

- Social Security Organization
- Insurance Company
- Legal advisor
- Programme unit
- HR Advisor in Oslo

Scale and scope of position

Staff:	1 Recruitment technical Officer , 2 HR Officers ,2 HR Assistants
Stakeholders:	Other HR and Admin Unit Managers in INGOs and UN
Budgets:	N/A
Information:	Agresso, Webcruiter, Intranet
Legal or compliance:	Code of Conduct ,Terms of employment, Duty of Care

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 HR Manager in a humanitarian/recovery context
- Minimum 5 years of experience from working as HR Manager
- 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

Context/specific skills, knowledge and experience:

- Proven knowledge and skills related to Human Resources and Administration 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, 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.