

## 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.*

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Position:	Information, Legal and Counselling Assistant Coordinator – Kerman based
Reports to:	Area Manager
Supervision of:	ICLA field staff and community focal points
Duty station:	Kerman
Travel:	South Iran, Tehran
Project number:	NMFA 2019, GFFO 2019, ECHO 2018
Duration and type of contract:	End of 2019

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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 purpose of the CC Coordinator position is to implement delegated CC project portfolio

The following is a brief description of the role.

#### Generic responsibilities

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Line management of ICLA project field staff
2. Adherence to NRC policies, guidance and procedures
3. Contribute to CC strategy development, project proposals and provide input on needs and gaps
4. Manage and implement delegated portfolio of ICLA projects (activities, budget and project documentation) as delegated from AM in line with proposals, strategies and donor requirements, and ensure high technical quality
5. Provide regular progress reports to AM
6. Ensure that projects target the most vulnerable beneficiaries, explore and assess new and better ways to assist
7. Promote and share ideas for improvement and necessary changes in the activities
8. Ensure capacity building of project staff and transfer key skills
9. Liaise and collaborate with relevant local authorities and other key stakeholders
10. Promote the rights of returnees in line with the advocacy strategy

## Specific responsibilities

1. Implementation of ICLA activities in the area in compliance with contractual commitments (i.e. quality, targets, synergies, timeliness, use of resources).
2. Assess needs, develop response and implement ICLA related response plans
3. Ensure optimal use of resources within the allocated project budgets and ICLA strategies
4. Ensure that capacity building is provided to ICLA staff in the area
5. Maintain positive working relationships with all Provincial level government authorities (project approvals, reporting, follow-up of projects implementation)

## Critical interfaces

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

- Area Manager/Project Managers, Core Competencies Coordinators
- Program Development Manager/CC Specialists
- Protection and Advocacy Advisor
- Support teams

## **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 for this position:**

- Experience for working as ICLA Coordinator/Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Experience working in coordination and liaising with external actors
- Experience developing and delivering training and good presentation skills in English
- Ability to multi-task and work with short deadlines
- Ability to work independently and proactively with limited daily support and supervision

#### **Context related skills, knowledge and experience** (shall be adapted to the specific position):

- Knowledge of the Afghanistan displacement context is an asset
- Experience with scaling up of programs in strictly controlled context is an asset
- Detailed oriented and strong organizational skills
- Knowledge of global standards and relevant bodies of international law

### 2. Behavioral competencies (max 6)

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:

- Planning and delivering results
- Working with people
- Initiate action and change
- Analyzing
- Communicating with impact and respect

## **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](http://www.nrc.no/vacancies) select Iran under Location window and submit your application in the webcruiter.