



## Job Description

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Position:	Livelihoods and Food Security Coordinator
Reports to:	Area Manager
Supervision of:	2 LFS Officers
Duty station:	Area South
Travel:	Minimum three field visits per month
Project number:	IRFM 1805, NMFA 2019, GFFO 2019
Duration and type of contract:	Until end of 2019

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The Norwegian Refugee Council (NRC) is an independent, non-profit humanitarian organization. We have established an office in Tehran since January 2012 and an office in Kerman since 2015 to support the Government of Iran in the provision of assistance to Afghan and Iraqi communities.

NRC is scaling up Livelihoods and Food Security related interventions such as vocational training, cash transfer programs and food security support. The Livelihoods and Food Security Coordinator will support this increase in activity under supervision of the Area Manager.

### 1. Role and responsibilities

The purpose of the Livelihood and Food Security Coordinator is to implement the Livelihood and Food Security related projects under the supervision of Area South office. He/she will also provide input and ideas to the Area manager with regards to the design and development of projects related to his/her Core Competency within NRC Iran. The following is a brief description of the role.

#### Generic responsibilities

1. Coordinate and implement the portfolio of Livelihood & Food Security related projects (activities, budgets and projects implementation) in line with proposals, strategies and donors' requirements.
2. Line management of all Core Competency (CC) teams.
3. Contribute to proposals development and LFS strategy.
4. Ensure adherence with NRC policies, tools, handbooks and guidelines
5. Conduct regular needs assessment, M&E visits and where possible inform and involve communities
6. Prepare and develop periodic progress and status reports as required
7. Ensure that projects targets beneficiaries most in need and with required quality
8. Promote and share ideas for technical improvement especially with regards to targeting and inclusion of most vulnerable beneficiaries
9. Ensure proper documentation of project files
10. Explore partnership options with NGOs, Government, training institutions, UN agencies, and private sector
11. Ensure that procurement, development and distribution of materials and equipment are timely and in accordance with NRC procedures
12. Support training of NRC and partners' staff on LFS programming
13. Investigate and facilitate introduction of new technology, methods and approaches in order to improve the quality of the activities

#### Specific responsibilities

- Manage all phases of project's life cycle
- Plan and follow up the activities of the project with the team such as field assessments, market price monitoring, and distribution of cash cards

- Conduct regular meetings with beneficiaries, community management committees, local authorities and partners on the cash cards, distribution arrangements, vocational trainings and other relevant issues
- Coordinate the implementation of program components/activities at the local level, in close collaboration with the communities, partners and local authorities
- Break down the annual operational plans into weekly, monthly and quarterly implementation plans
- Contribute in the identification of new projects and new areas of intervention
- Carry out any additional study or task assigned by the supervisor
- Coordinate and communicate with all other NRC's program and support units, as required
- Attend technical cooperation meetings with NRC's counterparts in the CC field, prepare notes and undertake follow-up action and coordination related to project implementation and monitoring
- Perform any other business as delegated by the area manager

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons.

Relevant interfaces for this position are:

- Coordinate field visit and activities with all other Core Competence teams, as well as support units;
- Liaise with local authorities, Afghan focal points, Afghan communities and relevant public and private partners at field level;

### Scale and scope of position

Staff:	The Livelihoods and Food Security Unit consists of 2 Officers and 1 Coordinator in Kerman
Stakeholders:	UNHCR, DRC, Relief International; local NGOs; governmental bodies; TVTO, TIT and other training institutes, Refah Stores...
Budgets:	Norwegian MFA, EU Funds (ECHO and DEVCO) and other funds
Information:	Responsible for coordinating CC related input required for NRC's GORS as well as other quarterly, interim and final reports as required by donors. Progress and status reports will be prepared and shared with BAFIA. Validated input should be regularly collected from implementing partners.
Legal or compliance:	NRC's Terms of Employment and Code of Conduct Procurement (Services or goods), Donor requirements

## **2. Competencies**

Competencies are important in order for the employee and the organization 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:**

- University Bachelor's degree in social sciences, development studies, nutrition or other relevant discipline
- Experience for working as LFS 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



## 2. Behavioral Competencies

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.

In addition, NRC's Competency Framework states 12 behavioral competencies, the following are **essential** for this position:

- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment
- Teamwork and 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 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.