

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:	Protection Coordinator (Programme Unit)
Reports to:	Protection Specialist (Programme Unit)
Supervision of:	N/A
Duty station:	Tehran
Travel:	30%
Project number:	
Duration and type of contract:	Fixed term until end of 2019 with possibility of extension

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 Protection Coordinator will be responsible for supporting the Protection Specialist with developing protection mainstreaming tools and delivering protection related trainings and capacity-building sessions in line with NRC's Protection Policy and global protection standards. The Protection Coordinator will work with area offices, in particular area offices with no dedicated protection staff but also area based protection coordinators. She/He will support area based core competency teams to implement protection mainstreaming tools and provide guidance to ensure protection is integrated within programme cycle management. He/She will also support staff of local NGO partners' capacity building through trainings and awareness raising sessions on minimum protection standards.

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. Ensure compliance with NRC protection policies and procedures, handbooks and guidelines and/or propose new initiatives to bridge gaps and implement these
2. Contribute to development of protection related SOP's and makes sure they are implemented accordingly
3. Contribute protection input to Area Managers in developing CC strategy, project proposals and provide protection related input on needs and gaps
4. Support area offices to ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
5. Contribute to developing protection mainstreaming tools and guidance and continually update protection mainstreaming action plans to ensure integrated and safe programming.
6. represent NRC relevant local authorities if delegated and other key stakeholders and deputize in the Protection Working Group
7. Promote the rights of refugees in line with the advocacy strategy

Specific responsibilities

- Support the development of protection in integrated programming, including participation in needs assessment and monitoring activities.
- Support the training, capacity building and mentoring of field staff and awareness raising of non-staff (community focal points, local NGOs, contractors and incentive labour) on minimum protection standards and PSEA)
- Support the development of a stand-alone protection programme

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Protection Coordinator shall have contact with Area staff in areas without protection capacity. Relevant interfaces for this position are:

- Area based Protection Coordinators – to support on implementation and coordinate with field level
- Advocacy and Communications Unit officers– supporting the definition of advocacy and communication messages
- Area based core competencies coordinators – to ensure protection issues are mainstreamed in programme implementation and provide relevant support and trainings
- MEAL coordinator – to ensure good integration of protection indicators in M&E systems
- Protection focal points of partner’ agencies (local NGOs, UN agencies, INGOs)

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 Protection Officer/Coordinator in a protracted refugee context
- Previous experience from working in complex contexts
- Documented results related to the position's responsibilities
- Experience developing and delivering protection training and good presentation skills

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

- Knowledge of the Afghanistan displacement context in Iran is an asset
- Detailed oriented and strong organizational skills
- Knowledge of global protection standards and relevant bodies of international law
- Experience from delivering protection training in English and Farsi
- Proficiency in Farsi and English

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
- 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 March 19:
www.nrc.no/vacancies select Iran under Location window and submit their application in Webcruiter.