

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:	LFS Project Manager
Reports to:	Area Manager
Supervision of:	1 LFS Coordinator 3 LFS Officers and 1 LFS Assistant
Duty station:	Tehran
Travel %	40 % field travel
Project number:	IRFX0000
Duration and type of contract:	End of 2019 (extension possible)

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 LFS Project Manager position is to implement delegated LFS project portfolio. The following is a brief description of the role.

Generic responsibilities (max 10)

1. Line management for Livelihoods and Food Security project staff
2. Adherence to NRC policies, guidance and procedures
3. Contribute to the development of Country, Area and LFS strategies, initiate and participate in the development of relevant LFS projects
4. Coordinate and manage LFS project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
5. Implement technical direction and ensure high technical quality of projects
6. Provide regular progress reports to the Area Manager and the LFS Specialist
7. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
8. Develop and manage project budget (in cooperation with Cs) and coordinate across CCs
9. Ensure capacity building of project staff and transfer key skills
10. Liaise and collaborate with relevant local authorities and other key stakeholders
11. Promote the rights of refugees in line with the advocacy strategy

Specific responsibilities

1. Ensure the recruitment of relevant staffs and build the capacity of staff new to NRC and ensure that all project staff receive trainings provided by the LFS Specialist and partners.
2. Management the implementation of LFS portfolio in area central and ensure timely and high quality programme delivery against planned targets
3. Coordinate with support departments and other CC programs the implementation of activities in different project locations.

4. Develop clear and measurable work plans for staff and create and maintain a system that manages staff progress within these work plans.
5. Develop tools and methodologies as per LFS CC strategy on the different type of activities implemented (cash-based approach, business grants, management of livelihood workshops)
6. Contribute in the development of advocacy materials related to LFS
7. Ensure that all analytical activities regarding market systems programming is participatory of nature and has integrated input from marginalized and vulnerable communities.
8. Contribute to the development of LFS activities and to the integrated programming approach, notably in the community centers

Critical interfaces

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

- Strategy and project planning: CC Specialists, Head of Programme (HoP)
- Area operations: Area Manager
- Staff capacity building: CC Specialists, MEAL manager HoP
- Implementation: CC Specialists, Finance and logistics, MEAL unit

Scale and scope of position

Staff:	1 LFS Coordinator, 3 LFS Officer and 1 LFS Assistant
Stakeholders:	The Project Manager will liaise with CC and area teams, other NRC Core Competencies, finance, M&E and ICT units, as well as, UN agencies, INGOs, local NGOs, civil society, governmental bodies.
Budgets:	Funding from ECHO, SIDA, NMFA, DEVCO : 350,000 USD per year
Information:	GORS, Agresso, Webcruiter, Intranet
Legal or compliance:	Must work in line with the NRC data protection procedures (e.g., compliance with European Union's General Data Protection Regulation)

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:

- Minimum 3 years of experience from a senior level project implementation position in a humanitarian/recovery context
- Experience from working in complex and volatile contexts
- Previous experience related to livelihood and cash-based programme
- Knowledge about own leadership skills/profile
- Fluency in English and Persian, both written and verbal
- Valid driver's license

Context/ Specific skills, knowledge and experience:

- ✓ Knowledge about own leadership skills/profile Strong organizational skills
- ✓ Documented results related to the position's responsibilities

- ✓ Knowledge of the humanitarian context in Iran
- ✓ Excellent communication and interpersonal skills;

- ✓ Fluency in Persian and English, both written and verbal Ability to write good quality Farsi communications with authorities

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:

- Managing resources to optimize results
- Managing performance and development
- Empowering and building trust
- Working with people
- Strategic thinking
- 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 candidates should apply through the following link latest by April 13, 2019:

www.nrc.no/vacancies select Iran under Location window and submit their application in to the Webcruiter.