

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:	Logistics Assistant
Reports to:	Logistics Coordinator
Supervision of:	N/A
Duty station:	Kerman
Travel:	20% or as required
Project number:	IRFP0000
Duration and type of contract:	End of 2018 with extension possibility

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 assistant position is to assist in the day to day implementation of the support functions responsibilities.

Generic responsibilities

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to the work plan
3. Prepare and develop Logistics reports as required by management
4. Promote and share ideas for improvement of the support function
5. Provide support to the Logistics Unit Coordinator in the implementation of all, procurement and administration activities and follow up with the suppliers to ensure provision of timely and accurate logistics services
6. Draft and dispatch quotation requests and/or tenders and provide support in timely management and selection of suppliers and vendors according to NRC standard procurement procedures.
7. Support in management of NRC's transportation needs and fleet by providing timely and adequate oversight and inputs for coverage of the transportation needs in accordance with NRC's standard guidelines;
8. Ensure proper filing of documents

Specific responsibilities

- Keep updated inventories of office and equipment and supplies and provide timely processing of updates and orders. Ensure NRC's office assets keep in good working conditions and properly tagged and NRC logistics records properly filed and maintained.
- Provide required transportation services for the missions to Kerman.
- Travel to project locations for final acceptance of projects where logistics inputs required for handover to government;

Critical interfaces

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

- The Bureau for Aliens and Foreign Immigrants Affairs in Kerman, contractors, suppliers and service providers;
- NRC's programme units and support services as well as external stakeholders including but not limited to private enterprises, NGO's, UN agencies and other relevant actors in Iran

Scale and scope of position

Staff:	N/A
Stakeholders:	UN agencies, INGOs, local NGOs, civil society, governmental bodies
Budgets:	N/A
Information:	N/A
Legal or compliance:	NRC Logistics handbook, Finance and programme donor requirements

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:

- At least 1 years of experience working as a Logistics Assistant in a humanitarian/recovery context or other relevant experiences
- Previous experience from working in complex, volatile contexts, and fast pace environments
- Documented results related to the position's responsibilities
- Good command of English and Persian, both written and spoken

Context/ Specific skills, knowledge and experience:

- Good knowledge of computer and IT systems is an advantage
- Microsoft Office (Excel, Word, MS Project ...)
- Knowledge of inventory and assets management

2. Behavioral competencies

The following are **essential** for this position:

- Planning and delivering results: Multi-tasking and prioritizing with accountability
- Empowering and building trust: Building internal and external relationships to deliver multitude of tasks in a timely fashion
- 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 May 18:

www.nrc.no/vacancies select Iran under Location window.