

## 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:	Compliance Officer
Grade:	5
Reports to:	Head of Support
Supervision of:	N/A
Duty station:	Country Office
Travel:	10%
Project number:	IRFP0000
Duration and type of contract:	End of 2019

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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 Compliance officer position is day to day implementation of the NRC's Iran compliance policy and responsibilities.

#### Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated compliance function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the compliance in all functions
6. Promote the rights of refugees and displaced in line with the advocacy strategy
7. Identify and report protection needs and gaps, explore and propose new and safer ways to assist

#### Specific responsibilities

- Contribute to the development of a robust internal compliance control mechanism within the organization including Data Protection
- Monitor compliance with relevant laws donors and internal policies
- Investigate irregularities and non-compliance issues and report back to head of functions on findings in coordination with Head of Support
- Assess and analyse findings to highlight areas of improvement
- Coordinate with ICT/Logistic functions to ensure timely reception of BIS License from the US Administration
- Update Allegation Registry and record progress and updates when relevant

### Critical interfaces

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

- Programme unit, Support functions, Area Managers, Risk Management & Internal Audit HO

### Scale and scope of position

Staff:	N/A
Stakeholders:	N/A
Budgets:	N/A
Information:	Agresso, Intranet
Legal or compliance:	NRC Handbooks, Donors regulations, US regulations

## **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:**

- Experience from working as a Support Function Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Proficiency in English, both written and spoken

#### **Context/ Specific skills, knowledge and experience:**

- Good understanding of the humanitarian sector and the donor approach
- Good ability to analyse and interpret information from a vast range of sector
- Good reporting skills

### 2. Behavioural competencies

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
- Empowering and building trust
- Communicating with impact and respect
- Analyzing
- 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 candidates should apply through the following link latest by August 21<sup>st</sup> :  
[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under Location window and submit your application into the  
Webcruiter.***