

Job Description

Position:	HR/Admin Officer
Grade:	G5
Reports to:	Area Manager
Supervision of:	N/A
Duty station:	Area Central
Travel:	-
Project number:	IRFP0000
Duration and type of contract:	Until end of 2019

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

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated support 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 support function
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

1. Ensure timely delivery of Administration services (travel, premises, immigration procedure) at office level in coordination with Country Office
2. Contribute to the organization of events such as trainings, workshop, seminars
3. Working with different teams/CC at office level and compiling monthly visits plan
4. Maintain compilation of proper individual files for NRC employees at office level in coordination with Country Office
5. Follow up of staff attendance and administration (leaves, absence,..) at Office level in coordination with Country Office
6. coordinating recruitment of Area Central national staff - drafting JDs, advertisement, shortlisting, written exams and interviews, coordinating panels, preparing results, job offers, contracts and regret letters;

Critical interfaces

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

- All NRC departments raising HR/Administration needs

Scale and scope of position

Staff: N/A

Stakeholders: Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)

Budgets: List of budgets covered by postholder, and size of budget



Information:	Brief description of the information resources the postholder is responsible for at CO level (e.g. GORS, Agresso, Webcruiter, Intranet)
Legal or compliance:	Brief description of any legal or compliance responsibility the postholder has (term of employment, vendors, donors)

1. 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:

a) 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
- Some knowledge of English

Context/ Specific skills, knowledge and experience:

- Proven knowledge and skills related to Human Resource and Administration in the Iranian context and Iranian laws
- Fluency in English and Persian, both written and spoken
- Excellent communication and interpersonal skills

b) Behavioral Competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Planning and delivering results
- Handling Insecure environment
- Empowering and building trust
- 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 August 22nd:

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