

# Job Description

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Position:	Project Officer ICLA
Reports to:	ICLA Coordinator
Supervision of:	-
Duty station:	Kerman
Travel:	30%
Duration and type of contract:	End of 2019, with possibility of extension

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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.

## **About the position: *ICLA Officer for NRC Iran***

NRC is now seeking for an experienced and motivated ICLA Officer to implement quality ICLA programming in collaboration with other core competencies. The ICLA Officer will support the responsible manager to ensure effective project management including, internal, donor compliance requirements, timely, and quality services to the vulnerable refugee population and ensure the key mandatory activities under NRC's Project Cycle Management (PCM).

## **Our ideal Candidate**

Are you NRC's future ICLA Officer in Iran?

NRC has a fantastic opportunity for a dedicated, hard worker and energetic person with a proven track record of working in complex and volatile contexts to give support to a rapidly expanding program.

## **1. Role and responsibilities**

Purpose of the position is to ensure high quality project implementation at field level

### Generic responsibilities (max 10)

1. Implement ICLA project portfolio according to strategy, plan of action, budget and plans
2. Ensure adherence with NRC policies, tools, handbooks, guidelines and donor requirements
3. Coordinate with partners and stakeholders
4. Prepare and develop status reports as required by management
5. Identify protection needs and gaps, explore and propose new and safe ways to assist
6. Ensure proper filing of documents
7. Ensure that projects target the most vulnerable right holders
8. Promote and facilitate introduction of new methods and approaches in order to improve the quality of activities
9. Conduct regular needs assessments, implementation monitoring and evaluation

### Specific responsibilities

- Regular follow up on status of legal cases referred to NRC by partners

- Conduct focus group discussions with beneficiaries of NRC's projects

#### Critical interfaces

- Coordinate field visit and activities with ICLA team
- Liaise with local authorities and refugee communities at field level

#### 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 ICLA 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:**

- Minimum first level university degree in law or social sciences and related field
- At least 2 years of working experience as a Project Officer in a humanitarian/recovery context
- Fluency in English and native proficiency in Persian, written and spoken
- Documented results related to the position's responsibilities
- Experience from working in complex and volatile contexts

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

- Excellent communication and interpersonal skills
- Good knowledge of the Iranian legal system and relevant international legal instruments
- Updated knowledge of the humanitarian context in Iran

### 2. Behavioral competencies

- Planning, managing resources and delivering results
- Empowering and building trust

- Communicating with impact and respect
- Teamwork and 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 ONLY via our website <http://www.nrc.no> (Select “Vacancies” in the right corner, then under location “Iran) no later than August 20, 2019 (Tehran Time). Only shortlisted candidates will be contacted for technical test and interview.