

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:	Human Resources Technical Officer
Reports to:	Human Resource Coordinator
Supervision of:	XX
Duty station:	XX
Travel:	X%
Project number:	XX
Duration and type of contract:	Until end of 2017

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 a Core Competency (CC) Technical Officer position is to contribute with specific technical competences to project implementation. This position will normally not entail management responsibility of staff, but under certain circumstances the job may entail management responsibility for a very limited number of staff at assistant level. These circumstances can either be related to a time-bound support or permanent but in scope limited administrative support. If supervision of technical or a wider range of staff is needed, the position of Team Leader is to be used.

The following is a brief description of the role.

Generic responsibilities (max 10)

1. Ensure compliance with NRC policies, guidelines and standards
2. Ensure timely and optimal recruitment process for national positions in Iran.
3. Provide specific technical support and capacity building towards Line Managers regarding recruitment and Workforce planning
4. Assess, promote and document ideas for technical improvement of recruitment procedures and process.
5. Prepare and develop status reports as required by management.
6. Contribute to development of new approaches and mechanisms to attract new talents.

Specific responsibilities

- Organize, administrate and conduct interviews.
- Assess and evaluate candidates through selection, assessments, interviews and references
- Prepare and send out job recommendations, offers and contracts
- Secure safe handover of the files to the HR & Administration Coordinator.
- Provide recruitment statistics

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 recruitment needs

Scale and scope of position

Staff:	N/A
Stakeholders:	Other HR & Administration Unit in INGOS and UN
Budgets:	N/A
Information:	Webcruiter
Legal or compliance:	Code of Conduct, NRC Acceptable Use Policies, Terms of Employment

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 three categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Proven experience in humanitarian sector
- Proven experience of recruitment responsibilities
- Documented results related to position`s responsibilities

Context/specific skills, knowledge and experience:

- Proven knowledge and skills related to Human Resources and Administration in Iran context and Iranian laws.
- Fluency in English and Farsi, both written and spoken
- Excellent communication and interpersonal skills.

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC`s Competency Framework states 12 behavioural competencies, the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- 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 individual Work and Development Plan
- 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 April 4th, 2017 (Tehran Time). Only shortlisted candidates will be contacted for technical test and interview