

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:	Shelter-WASH Officer
Reports to:	Shelter WASH Coordinator
Supervision of:	-
Duty station:	Tehran
Travel:	Minimum of 4 field visits per month
Project number:	
Duration and type of contract:	By the end of 2017, with possibility of extension

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.

The following is a brief description of the role:

Generic responsibilities

1. Develop all NRC technical architectural, mechanical and electrical plans for the implementation of Shelter and WASH activities
2. Monitor implementation of Shelter and Wash activities according to strategy, proposals, budgets and plans at field level
3. Conduct regular gap assessments in urban and rural refugee communities
4. Ensure adherence to NRC policies and donor requirements
5. Involve and inform communities and community leaders about the activities
6. Break down the annual operational plans into weekly, monthly and quarterly implementation plans
7. Support to NRC Logistics Department with tendering processes and the procurement of materials and supplies
8. Conduct quality control and provide technical support to NRC's contractors
9. Ensure that procurement, development and distribution of materials and equipment are conducted timely and according to procedures
10. Prepare periodic progress reports and other documents as required
11. Investigate and facilitate introduction of new technology, methods and approaches in order to improve the quality of the activities

Specific responsibilities

- Break down the operational plans into weekly, monthly and quarterly implementation plans
- Support to NRC Logistics Department with tendering processes and the procurement of materials and supplies
- Conduct quality control and provide technical support to NRC's contractors
- Ensure that procurement, development and distribution of materials and equipment are conducted timely and according to procedures
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Critical interfaces

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

- Liaise with government and relevant UN and NGO partners at central and field level
- Coordinate with NRC other core competencies and Finance and Logistics departments
- Coordinate with contractors in terms of contract management, monitoring and implementation
- Coordinate with local communities
- Interact with technical agents of donors and technical advisors during the course of their fields visits, provide necessary technical inputs and lead technical discussions with them.

Scale and scope of position

Staff:	N/A
Stakeholders:	Governmental bodies including BAFIA, DoE, DoH, Municipalities; UNHCR, INGOs, local NGOs, civil society, project contractors and suppliers
Budgets:	N/A
Information:	Periodic progress reports, Bill of Quantities, Cost estimations, Monitoring reports, Field visit/Needs Assessment reports.
Legal or compliance:	Term of Employment, National civil codes and standards, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct.

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:

- University degree in Civil engineer (Architecture major would be considered, if combined with sound civil work experience)
- At least 5 years of work experience with similar responsibilities
- Previous work experience in complex and volatile contexts, preferably working with Gov. bodies
- Fluency in English and Persian, both written and spoken
- Proficiency in related software including AutoCAD and Microsoft Office
- Experience working with NGO/INGO will be a plus
- Experience working in WASH sector, as well as with local communities will be a plus

Context/specific skills, knowledge and experience:

- Ability to produce good quality reports in English and Persian within short deadlines
- Skilful in negotiation with wide range of stakeholders with different interests, including contractors and camp managers
- Ability to provide technical solutions to address probable shortcomings in contracts, work implementation, etc. through drafting work orders, contract amendments, etc. and communicating them to contractor and suppliers after confirmation of line manager
- Good knowledge of Iranian labor law, taxation regulation and contract and project cycle management

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
- Analysing
- 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 Professional Development Plan
- The 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.