

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:	Logistics Assistant
Reports to:	Logistics Coordinator
Supervision of:	N/A
Duty station:	Tehran
Travel:	30% or as required
Project number:	
Duration and type of contract:	End of 2017, with the possibility of extension

All NRC employees are expected to work in accordance with the organization'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 assistant position is to assist in the day to day implementation of the support functions responsibilities.

Generic responsibilities

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Promote and share ideas for improvement of the support function
5. Provide support to the Logistics Officer in the implementation and management of all activities pertaining to sourcing, procurement and administration and follow up with the suppliers and vendors to ensure provision of timely and accurate logistics services by consolidating and follow local procurement and contracting requirements and ensure that NRC's financial rules and procedures and standards are applied.
6. Draft and dispatch quotation requests and/or tenders and provide support in timely management and selection of suppliers and vendors according to NRC standard procurement procedures.
7. Support in management of NRC's transportation needs and fleet by providing timely and adequate oversight and inputs for coverage of the transportation needs in accordance with NRC's standard guidelines;
8. Other duties as assigned by his/ her supervisor.

Specific responsibilities

- Keep updated inventories of office and equipment and supplies and provide timely processing of updates and orders. Ensure NRC's office assets are kept in good working conditions and properly tagged and NRC logistics records are properly filed and maintained.
- In collaboration with Logistics Officer, organize internal and international travel including the comparative review and booking of flight tickets, hotels and transportation, and the follow-up on all administrative requirements for the issuance of visas for NRC's foreign personnel;

- Draft, submit and follow up on all approved written communications between NRC and the Bureau for Aliens and Foreign Immigrants Affairs of the Ministry of Interior (BAFIA), including field mission requests and other administrative requirements.
- Travel to project locations for final acceptance of projects where logistics inputs required for handover to government;

Critical interfaces

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

- The Bureau for Aliens and Foreign Immigrants Affairs in Tehran and provinces, Ministry of Foreign Affairs, contractors, suppliers and service providers;
- NRC's programme units and support services as well as external stakeholders including but not limited to private enterprises, NGO's, UN agencies and other relevant actors in Iran

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 Logistics 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:

- At least 2 years of experience working as a Logistics Assistant in a humanitarian/recovery context or other relevant experiences
- Previous experience from working in complex, volatile contexts, and fast pace environments
- Documented results related to the position's responsibilities
- Excellent command of English and Persian, both written and spoken

Context/ Specific skills, knowledge and experience:

- Good knowledge of computer and IT systems is an advantage
- Microsoft Office (Excel, Word, MS Project ...)
- Knowledge of inventory and assets management

2. Behavioral competencies

The following are **essential** for this position:

- Handling insecure environment: Tenacity to work in expanding and fast pace environment under pressure
- Planning and delivering results: Multi-tasking and prioritizing with accountability
- Empowering and building trust: Building internal and external relationships to deliver multitude of tasks in a timely fashion
- 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 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 candidate will be contacted for technical test and Interview.