

Job Description

“Achieving results through others”

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:	Finance, HR & Administration Coordinator
Reports to:	Area Manager South
Technical reporting to:	Finance Manager
Supervision of:	Finance Assistant, HR/Admin Officer
Duty station:	Kerman Province
Travel:	10%
Project number:	IRFX0000
Duration and type of contract:	Until end of December 2017

1. Role and responsibilities

The Norwegian Refugee Council (NRC) is an independent, non-profit humanitarian organization. NRC implements humanitarian activities in Iran since 2012 in the fields of Education, Food Security, Livelihoods, Shelter, Water, Sanitation and Hygiene (WASH), Information, Counselling and Legal Assistance (ICLA). We work in close relationship with the Government of Iran towards to benefit of Afghan and Iraqi communities.

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.

Generic responsibilities (maximum 10)

1. Implement NRC’s systems and procedures at area level
2. Ensure adherence to NRC policies, handbooks, guidelines and donor requirements
3. Prepare and submit reports and analysis
4. Ensure proper filing of all supporting documents
5. Support line managers in procedures and require support team trainings
6. Management of Finance & HR/Administration team
7. Ensure that the accounting, monitoring and reporting are according to procedures
8. Support project staff in financial and HR matters
9. Maintain budget control and monitor cash flow for the area
10. Promote the rights of IDPs/returnees in line with the advocacy strategy;

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of program intervention.

1. Control and approve supporting documentation prior to payments;
2. Ensure random internal control of transactions and procedures implementation;
3. Capacity building of Finance & HR Team in KMN Office
4. Implement budget monitoring routine in collaboration with Budget Holders in Area South

5. Coordinate with relevant authorities (Social Security Organization, Medical/Health insurance company, Ministry of Labour, Legal Advisor, ...)
6. Advice in personnel conflicts/processes when relevant
7. Ensure accuracy and time efficient delivery of staff salaries

Critical interfaces

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

- Bank and Tax Office Department

Scale and scope of position

- Staff: 1 Finance Assistant, 1 HR/Admin Officer
- Stakeholders: Other Finance Unit in INGOS and UN
- Budgets: N/A
- Information: Agresso
- 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. Details about NRC's competencies are to be found in the Competency Framework. Competencies are relevant for all staff and are divided into the following three categories:

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

2. 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
- Working with people
- Analyzing
- Managing resources to optimize results
- Managing performance and development

3. Professional competencies

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

Generic professional competencies for this position:

- Minimum 3 years of experience in a Finance Department in a humanitarian/recovery context
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Solid knowledge of computer software and modern accounting systems

Context/ Specific skills, knowledge and experience

- Bachelor's degree in relevant field
- Proven knowledge and skills related to Finance in the Iran context and Iranian laws
- Fluency in English and Persian, both written and spoken
- Excellent communication and interpersonal skills

3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. 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 29th, 2017. Only Shortlisted candidate will be contacted for technical test and Interview.