



NORWEGIAN
REFUGEE COUNCIL

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 Coordinator
Reports to:	Area Manager SOUTH (AM)
Supervision of:	Shelter/WASH officers
Duty station:	Kerman
Travel:	50% in Area SOUTH
Project number:	
Duration and type of contract:	

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 CC Coordinator position is to implement delegated CC project portfolio

The following is a brief description of the role.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Line management of Shelter/WASH project field staff
2. Adherence to NRC policies, guidance and procedures
3. Contribute to CC strategy development, project proposals and provide input on needs and gaps
4. Manage and implement delegated portfolio of Shelter/WASH projects (activities, budget and project documentation) as delegated from AM in line with proposals, strategies and donor requirements, and ensure high technical quality
5. Provide regular progress reports to AM
6. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
7. Promote and share ideas for improvement and necessary changes in the activities
8. Ensure capacity building of project staff and transfer key skills
9. Liaise and collaborate with relevant local authorities and other key stakeholders
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 programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

1. Implementation of Shelter/WASH activities in the area in compliance with contractual commitments (i.e. quality, targets, synergies, timeliness, use of resources).
2. Assess needs, develop emergency response and implement Shelter/WASH related response plans
3. Ensure optimal use of resources within the allocated project budgets and Shelter/WASH strategies
4. Ensure that capacity building is provided to Shelter/WASH staff in the area
5. Maintain positive working relationships with all Provincial level government authorities (project approvals, reporting, follow-up of projects implementation)

Critical interfaces

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

- Project planning: Shelter/WASH technical coordinator
- Area operations: Support Coordinators, other CC officers
- Staff capacity building: CC Specialists, HR Officer
- Implementation: Area Manager,

Scale and scope of position

Staff:	3 officers
Stakeholders:	BAFIA Colleagues, UNHCR, local NGOs, Afghan shura members
Budgets:	HIP2016, EiE, GFFO, NMFA
Information:	GORS, Agresso, Intranet
Legal or compliance:	Terms of employment, Code of Conduct, Procurement guidelines, Donor regulations)

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 for this position:

- Experience from project implementation position in a humanitarian/recovery context
- Technical specific knowledge from the humanitarian sector and SPHERE standards
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English and Farsi, both written and verbal

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Knowledge of the Afghanistan displacement context is an asset
- Knowledge of Iranian context is an asset
- Experience with scaling up of humanitarian programs in strictly controlled context is an asset
- Detailed oriented and strong organizational skills

- Valid driver's license

2. Behavioral competencies

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

- Planning and delivering results
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development

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 July 22, 2017. Only shortlisted candidates will be contacted for technical test and interview.