
Partnership Officer (National Position)

General Description

INTERSOS is a humanitarian organization on the front-line of emergencies, bringing assistance to people in need with particular attention to the most vulnerable people. Since 1992 our humanitarian workers have been helping people affected by humanitarian crises: we provide first aid, food, shelter, medical assistance, and basic goods. We ensure that basic needs, as education, access to clean water and health assistance, are met. Following the conflict in the Afghanistan and the deterioration of the humanitarian situation which negatively affects also neighbouring countries, in December 2021 INTERSOS got its approval to start supporting Afghan Refugees in Iran to contribute towards ensuring emergency relief and social protection assistance for the Afghan refugees fleeing their home in search of safety.

Main Purpose

The Partnership Officer is to facilitate the coordination and the cooperation with local national partners in the country by providing essential support to INTERSOS Programme team. The role focuses on harmonization INTERSOS' programme activities with local partners and communication on programme and support aspects. The Partnership Officer must provide support for all INTERSOS work with local partners, as it works to build the ownership, capacity, and resources of local partners to effectively respond to humanitarian needs in the country. She/he will provide support to local partners' staff on activity implementation, on-the-job support, monitoring and evaluation both in central office and in the field. Leading the development and implementation of all communication between INTERSOS and Local Partners will come under the duty of Partnership Officer to ensure the activity implementation following INTERSOS and donor regulations. The Partnership Officer will work in close collaboration with the Liaison Manager and the Programme team.

Duty station: Tehran (Country Office) with estimated 40% travel to the field

Contract duration: 6 months with possibility of extension (3 months' probation period)

Reporting to:

Programme Manager (expat) as line Manager

Major Tasks and Responsibilities:

- **Program Strategy and Approach** Ensure constant and continuous INTERSOS communication lines with the Local Partners and their interactions with INTERSOS staff.
- Lead the development and operation of the partnership strategy that contributes to programme sustainability and high-quality programs. Lead implementation of the core process of partnership management, supports partners in their project proposal development, contracting with INTERSOS and completion – as a facilitator between INTERSOS program team and partner staff; Co-facilitate and guide partner mapping and selection processes to identify new partners in collaboration with the program's development teams to identify new partners and evaluate new demands from existing partners.

- Collaborate with the Monitoring and Evaluation team on evaluation measures and accountability of partners' projects.
- Collaborate with technical coordinators to integrate approaches to sharing technical capacity, including how INTERSOS can learn from local partners;
- Adherence to INTERSOS policies, guidance and procedures and support partners to ensure their adherence with INTERSOS policies, tools, and guidelines.
- In close collaboration with INTERSOS programme department and M&E Officer, the Partnership Officer will support Local Partner staff in the definition, implementation, and monitoring of the activities, according to INTERSOS project plans and mission strategy, standards and protocols.

Partnership Management

- Ensure provision of update on local partners daily activities and information to INTERSOS programme department;
- Proactively engage partners in program development efforts, including supporting partner communications during proposal development processes and ensuring that INTERSOS's partnership processes for proposal development are followed;
- Identify partner capacity building priorities by ensuring that INTERSOS implements measures and plans support. Coordinate and contribute to the processes of partners' narrative reporting and financial reports, including review and feedback;
- Coordinate support for the organizational development of partners;
- Determine the appropriate/harmonized type of partnership agreement and draft the agreement, considering the results of due diligence and specific project and donor requirements, liaising with Programme manager for review and approval (and obtaining internal approvals if necessary).
- Act as focal point for the local partner throughout the different phases of the project cycle management.
- Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist;
- Develop and monitor systems for quality control of partner activities together with INTERSOS M&E officer;
- Coordinate the development of partnership agreements, which outlines the scope and type of service delivery envisaged between INTERSOS and its local partner(s).
- Act as focal point for contract issue, such as queries on rules and regulation, revisions, budget modification, ensuring inputs from relevant INTERSOS colleague are provided timely.

Partner support and capacity sharing

- Promote and identify ways of continuous learning between INTERSOS staff and local partners.
- Ensure relevant Local partner colleagues and units are provided with timely, accurate and exhaustive information on donor priorities;
- Assist programme department with setting up, preparing, participate in donor meetings for local partners;

- Ensure setting up, preparing monthly meeting on activity implementation progress for local partners and provide report to INTERSOS Programme Manager and Head of Mission;
- Support Local partner staff on proposals and report submission; Support Local Partners to update and development of new tools such as checklists and lessons learned documents for internal dissemination.
- Ensure the update and support the development of training and capacity building materials for Local partners in collaboration with programme department.
- Accompany Local partners and INTERSOS staff to the field for supervision and monitoring the implementation of the activities;

Information Management and Communication

- Contribute to the collection of partnership lessons learned and disseminate them within INTERSOS to support partnership processes, working methods, strategy, and direction of the organization.
- Ensure that all INTERSOS partner files are maintained and filed on the internal drive system and in accordance with the defined archiving system;
- Ensure support to local partners for logistics and preparation for field missions, including letter of permissions, agenda of meetings, accommodation, transportation etc;
- Facilitate translation of all documents circulating between local partners and INTERSOS.

Requirements

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- Advanced university degree preferable in international development, social sciences, project management, organizational development or related field
 - Minimum 2 years of experience from a project implementation position in a humanitarian/recovery context, including in partnership with local NGOs or similar in other contexts
 - Proven experience working with national and international partners, including but not limited to non-governmental organizations, government actors and private sector entities. Previous experience related to delivery of trainings and/or capacity-building programs
 - Documented results related to the position's responsibilities
 - Knowledge about own leadership skills/profile
 - Representations competences
 - Strong organizational and communicational skills
 - Fluency in Farsi and English, both written and verbal
 - Ability to write good quality Farsi communications with authorities
 - Excellent interpersonal skills
 - Familiarity with Project Management and Budget Monitoring system are an assets
 - Ability and willingness to travel and stay overnight at service delivery point if needed.
 - Knowledge of the Afghanistan displacement context is an asset

All interested candidates should send CV and motivation letter in English (maximum 1 page) to and tehran.iran@intersos.org no later than the 9th of October 2022.