



TERMS OF REFERENCE

Position:	Programme Officer
Location:	Tehran, Iran (with regular travel to areas within Iran where RI operates when requested by supervisor)
Duration:	One year with possible extension (3 months' probation)
Reports to:	Development Grants Coordinator
About RI:	<p>Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.</p> <p>Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.</p> <p>RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.</p>
RI in Iran:	<p>Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national Civil Society Organizations (CSOs) as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
Position Summary:	<p>The Programme Officer provides essential support to the Development Programme unit in delivering quality programs in line with the RI Country Strategy and the Donor regulations. Under the direct supervision of the Development Grants Coordinator, She/He supports in all tasks related to implementation of the funded activities in Iran, with a specific focus on adequate planning, progress monitoring and reporting. He/She links with</p>

other departments when necessary to follow up on work plans, procurement, financial monitoring or visibility. The Programme Officer supports directly the Development Grants Coordinator in other tasks.

Position Responsibilities and Duties:

- Support the day-to-day implementation of the activities in the RI's Multi-Purpose Centres and other assigned activities to ensure the timely and effective implementation of project activities, including achieving set indicator targets and objectives.
- Follow up and support the monthly planning for all grant activities and weekly reviews of achievements and constraints, and provide feedback accordingly to Development Grants Coordinator.
- Regularly communicate with Heads of Office and field program staff to review activity planning and implementation.
- Support the process of compiling reports (donors and internal reports) in close collaboration with the Development Grants Coordinator.
- Flag any program-related challenges to the Development Grants Coordinator.
- Support the development and revision of proposals and donor reports.
- Ensure the programme teams' compliance with all RI administrative and operational procedures and policies related to the related grants.
- Ensure capacity building of volunteers and implementing partners' staff on RI policies,
- Liaise with and collaborate with relevant NGOs, local authorities and other key stakeholders at the field and country level.
- Make sure registration/ verification lists, distribution lists and other project documents are safely kept and archived.
- Establish and maintain an accessible and well-organized filing system for storing all grant-specific files for all of RI's past and active grants.
- Work closely with the MEAL team to develop and implement MEAL tools.
- Contribute to the analysis of MEAL data and provide feedback accordingly to Development Grants.
- Conduct field visits to monitor implementation and consult with key stakeholders.
- Coordinate with all departments of RI-Iran to implement assigned activities in the best way.
- Coordinate smoothly with the Liaison department to ensure all authorizations are in place to implement project activities and MEL processes.
- Promote adherence of standards and best practices, promoting local adaptation.
- Ensure RI-Iran projects and activities are coherent with RI's country strategy, international standards (including Sphere and Core Humanitarian standards), and related donor contractual obligations.
- Ensure adherence to RI's security plan (including on staff movement) during all field operations.
- Preparing Requests for Funds every month under the direct supervision of the Development Grants Coordinator.
- Drafting activity reports.
- Developing SOPs for the Development Programme.
- Drafting letters to BAFIA.

Any other task as assigned by the line manager.

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.

Qualifications & requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Minimum 3 years of working experience, relevant to the position.
- Relevant university degree or higher education.
- Experience, knowledge, and skills with regard to recovery and development approach.
- Proven planning, organizational, and communications skills necessary to accomplish the job.
- Good understanding of donor rules and regulations.
- Excellent verbal and written skills for communication and reporting in both Farsi and English.
- Skills and experience in report and proposal writing
- Strong communication, coordination, and interpersonal skills
- Ability to mediate in high-stress scenarios with competing interest
- Excellent written and oral communication skills in English
- Ability to manage multiple tasks simultaneously and attention to detail.
- Ability to plan and organize work and establish priorities.
- Supports and encourages open communication in the team and facilitates teamwork.
- Ability and willingness to travel extensively to the field.
- Excellent computer skills, i.e. Microsoft Office Suite.

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

How to apply:

If you are interested in this job, please email your cover letter, CV and RI application form in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 20 October 2022.**

Due to limited resources, only short-listed candidates will be contacted.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm, including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.