

## 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.*

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Position:	ICLA Officer Area South
Grade:	5
Reports to:	ICLA Coordinator Area South
Supervision of:	-
Duty station:	Iran/Kerman
Travel:	40% to the field
Project number:	IRFM2113/IRFM2104
Duration and type of contract:	End of 2023, with possibility of extension

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All NRC employees are expected to work in accordance with the organization's values. To be **dedicated**, **innovative**, **inclusive** and **accountable** are attitudes and beliefs that shall guide our actions and relationships.

### 1. Role and responsibilities

Purpose of the position is to ensure high quality project implementation at field level.

#### Generic responsibilities

1. Implement ICLA project portfolio according to strategy, plan of action, budget and plans
2. Ensure adherence with NRC policies, tools, handbooks, guidelines and donor requirements
3. Coordinate with partners and stakeholders
4. Prepare and develop status and ICLA related reports as required by management
5. Identify ICLA needs and gaps
6. Ensure proper filing of documents
7. Ensure that projects target the most vulnerable right holders
8. Promote and facilitate introduction of new methods and approaches in order to improve the quality of activities.
9. Promote the rights of refugees and displaced in line with the advocacy strategy
10. Explore and assess new and better ways to assist

#### Specific responsibilities

- Regular follow up on legal status of cases referred to NRC by partners
- Draft relevant letters, regularly distribute bon cards to ICLA beneficiaries and provide them with relevant information, counselling or legal assistance
- Conduct counselling, info sessions or providing legal assistance to refugees in BAFIA's reception area
- Entering relevant data in excel form and database
- Follow up on payments and related activities

#### Critical interfaces

- Field visits and interact directly with beneficiaries

- Close collaboration with CVAT officer
- Liaise with local authorities and refugee communities at field level

#### Scale and scope of position

Staff:	N/A
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	N/A
Information:	Sunshine, NRC Okta, Kaya, ERP, KoBo, Agresso, Beneficiary data base
Legal or compliance:	NRC's Terms of Employment, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct ,Donor requirements

## **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

### 1. Professional competencies

#### **Generic professional competencies:**

- Minimum first level university degree in law.
- At least 2 years of working experience as a Project Officer/Assistant in a humanitarian/recovery context
- Good knowledge of English and native proficiency in Persian, written and spoken
- Documented results related to the position's responsibilities
- Experience from working in complex and volatile contexts

#### **Context/ Specific skills, knowledge and experience:**

- Excellent communication and interpersonal skills
- Good knowledge of the Iranian legal system and relevant international legal instruments
- Updated knowledge of the humanitarian context in Iran

### 2. Behavioural competencies

- Planning, managing resources and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Teamwork and coping with change

## **3. Performance Management**

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management Framework. The following documents will be used for performance reviews:

- The Job Description



- The individual Work- and Professional Development Plan (Role Mandate for leaders at HO, Regional Directors, and Country Directors)
- The NRC Competency Framework