

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:	Partnership and Capacity Building Officer
Reports to:	Partnership and Capacity Building Manager
Supervision of:	None
Duty station:	Tehran, with regular field missions
Travel%:	50%
Project number:	IRFM2415
Duration and type of contract:	3 months' probation period with possibility of extension

All NRC employees are expected to work in accordance with the organisation'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 Partnership and Capacity Building Officer position is to ensure coordination and oversight the implementation of Capacity Building activities and INTPA CSO-related activities across different area offices, to strengthen the capabilities of national NGOs. The role will focus on **developing effective relations and communications with all partners** and supporting the Partnerships Manager in establishing and strengthening partnership systems.

The Partnership and Capacity Building Officer will be mainly expected to support the implementation of the Country Office's strategy for capacity strengthening of the local partners, in line with Objective 2 "Improved local partnerships in scale, scope and type".

The following is a brief description of the role.

Generic responsibilities

1. Act as Capacity Building (CB) focal point for designated local partners, throughout the different phases of the project cycle management and in line with the CO's RACI for local partnerships.
2. Support implementation of initiatives linked to the capacity building of partners as delegated by the line manager, including trainings, mentoring sessions, and on-the-job training and ToT.
3. Support the implementation of INTPA CSO Activities and compliance with NRC's Partnership Toolkit at CO level and provide guidance to Area Offices.
4. Adherence to NRC policies, guidance and procedures and support partners to ensure their adherence to NRC policies, tools and guidelines
5. Collaborate with relevant local authorities and other key stakeholders
6. Promote the rights of refugees and displaced in line with the advocacy strategy

Specific responsibilities

Capacity Assessments and Capacity Development of Local Partners

- Support capacity assessment of the local CSOs, develop required tools and support implementation of the CB Action plan.
- Support partner selection processes across the country (NRC implementation areas)

- Promote positive and productive relations with selected LNGOs across the country
- Provide regular CB-related reports and updates to the internal unit and donors.

Development of NRC Iran partnership strategy

- Under the supervision of Partnerships Manager, contribute to the development of internal tools, guidance, and systems to ensure understanding and compliance with NRC's engagement with local partners at CO level.
- Support the agenda for capacity building of local partners.

Working with Local Partner

- Carry out partners' organizational assessments applying available tools and guidelines.
- Assess partners' capacity-building needs and coordinate with Programme and Support staff the delivery of training and/or mentorships as needed.
- Support the Partnerships team for the development of partnership agreements, which outline the scope and type of service delivery envisaged between NRC and its local partner(s).
- Maintain the filing tree system for partnership and the Partnership-related tools and trackers.
- Conduct regular visits to partners' offices in all areas, as well as in field visits as requested, and provide the coaching and mentoring as relevant

Critical interfaces

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

- Head of Programme
- Project planning and implementation: CC Specialists, Support Managers, M&E unit, Area managers, programme and support staff at AO level
- Capacity building: Programme and Support staff at CO and AO levels, M&E unit. HR coordinator, Grants

Scale and scope of position

Staff:	None but technical support and guidance to both NRC and local partner' staff
Stakeholders:	The Partnership and Capacity Building Officer will collaborate with UN agencies, INGOs, local NGOs, civil society, and governmental bodies.
Legal or compliance:	Must work in line with the NRC data protection procedures (e.g., compliance with European Union's General Data Protection Regulation)

2. Competencies

1. Professional competencies

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

- Minimum 3 years of experience from a project implementation position in a humanitarian/recovery context, including in partnership with local NGOs
- Previous experience related to the delivery of training and/or capacity-building programs is an asset
- Experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Strong organizational skills
- Fluency in Farsi and English, both written and verbal
- Ability to write good quality Farsi communications with authorities

- Excellent drafting, communication, and interpersonal skills
- Familiarity with EU-funded project regulations is a strong asset
- Familiarity with Project Management

2. Behavioural competencies

- Planning and delivering results
- Strategic thinking
- Managing resources to optimize results
- Empowering and building trust
- Initiating action and change

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 Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework