

## JOB DESCRIPTION

<b>Title</b>	<b>Administrative and Liaison Intern</b>
<b>Location</b>	Tehran - Iran
<b>Travel</b>	Based on Requirement
<b>Job Family and Grade</b>	Intern
<b>Pre hire checks</b>	This role is classified as requiring standard pre-employment checks /enhanced due diligence and NOM Vetting.

### 1. Accountabilities

<b>Department:</b>	<b>Liaison</b>
<b>Reporting to:</b>	<b>Liaison and / or Programs focal point</b>
<b>Direct reports:</b>	<i>None</i>
<b>Budget responsibility:</b>	<i>None</i>
<b>Relationship management</b>	<i>RI Iran Staff, NOM, BAFIA</i>

### 2. Context

#### About Relief International

Relief International (RI) partners with communities impacted by conflict, climate change, and disaster to save lives, build greater resilience and promote long-term health and well being.

Currently, RI is active in 14 countries around the world, including some of the most fragile: Afghanistan, Iran, Iraq, Jordan, Lebanon, Myanmar, Pakistan, Philippines, South Sudan, Sudan, Syria, Turkey, and Yemen.

Relief International includes the four corporate members of the RI Alliance: Relief International Inc., Relief International-UK, Relief International-France and Relief International-Europe Under our alliance agreement, we operate with a single, shared management structure.

## **Middle East Region**

RI operates in six countries in the Middle East region: Iraq, Jordan, Lebanon, Syria, Turkey and Yemen, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 4,000 staff (direct and indirect) in the Middle East region and implement a range of humanitarian and development programs valued at approximately \$70 million USD on an annual basis.

## **Africa/ Asia Region**

RI operates in seven countries in the Africa/Asia region: Afghanistan, , Iran, Myanmar, Pakistan, Philippines, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implement a range of humanitarian and development programs valued at approximately \$60 million USD on an annual basis.

## **About our Country Program/ Regional Programs**

Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

## **3. Job Profile**

Under the supervision of RI Liaison and / or Programs focal point, the Administrative and Liaison Intern assists in achieving the Liaison Unit objectives and is responsible for implementing delegated tasks. As part of the RI Liaison Team, they effectively contribute to ensuring all Unit's activities adhere to RI policies and internal processes and procedures. The Administrative and Liaison Intern is accountable for ensuring effective communication and collaboration with other Units/Field Offices.

## **4. Key responsibilities**

### **Accountability and Complexity**

Ability to plan and operate independently and ensure delivery of results

- Ensure to meet the deadline in delivery of results.
- Coordinate with other staff, sector leads as / when required to meet deadlines of deliverables

### **Administration**

- Maintain physical and digital archives of all incoming and outgoing communications with national-level (at Country and Filed levels) governmental and non-governmental authorities and other stakeholders;
- Assist in maintaining relevant Records/Logs for all Liaison Unit activities;
- Assist in compiling monthly and ad hoc reports as required by the Line Manager;

- Draft and submit official correspondence (after review and approval from Line Manager) to national-level stakeholders, and follow up on progress of approval (remotely, and in person);
- Assist in translation of documents from Persian to English and vice versa;
- Help for internal follow-ups to compile required reporting for external stakeholders, such as NOM;
- Assist in implementing internal tools and systems related to the liaison function;
- Any other duties that the Line Manager may assign.

### **Behavior and conduct**

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

## **5. Person Specification**

### **Skills, knowledge and expertise required for the role.**

#### **Essential criteria**

- Bachelor's degree in Administrative Affairs or related fields is an asset
- Proficiency in English and Persian languages, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint, in particular)
- Excellent interpersonal and communication skills
- Ability to work in a highly organised and efficient manner
- Ability to work under pressure and adapt to a fast-paced environment

#### **Desirable criteria**

- Relevant experience in Liaison with a national NGO or international NGO, or UN
- Experience working as a support function within a Humanitarian/Emergency Response context
- Experience working within a refugee context
- Ability to plan and operate independently and ensure delivery of results

## **6. RI Values**

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as “Do No Harm,” Relief International Values:

- Integrity

- Adaptability
- Collaboration
- Inclusivity
- Sustainability

**1. How to apply:**

If you are interested in this job, please email your cover letter and CV in English to:

[job@ri-iran.org](mailto:job@ri-iran.org) and mention the **Job Title** in the subject line. **Applications close on 20 March 2024.**

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

Note to external agencies, we will not be accepting CVs from third parties.

**2. Relief International is committed to protecting our staff and the communities we work with from abuse and harm. All staff are expected to abide by our Code of Conduct.**

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

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