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, grading and performance management processes by stating the necessary competencies. It is mandatory for all positions.

Position:	Field Technical Assistant- Integrated Programming Technical Assistant Focal Point for Qom
Grade:	*4*
Reports to:	*Iran North Area Manager*
Technical reporting line*:*	*Monitoring, Evaluation and Learning Coordinator Iran Tehran*
Supervision of:	*None*
Duty station:	*Qom*
Travel:	*30%*
Project number:	*IRFX0000*
Duration and type of contract:	*3 months' probation with possibility of extention*

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

1. Role and responsibilities

The purpose of the IP Technical Assistant position is to support the work of NRC by conducting household comprehensive vulnerability assessments and referring cases, but also by gathering data to form a rich picture to support more effective and integrated programming and advocacy. The IP Technical Assistant plans and priorities the Integrated Programme (IP) Teamwork in their area. She/he conducts assessments, receives technical guidance from the Technical Coordinator, and provides guidance and assistance to the relevant partners.
She/he is the focal point for assessments in the area.
The IP Technical Assistant in Qom works as the field Assistant as well, providing support to other CCs in data collection, implementation of activities, coordination with relevant partners and build connections with local authorities and stakeholders.

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Generic responsibilities:

- Ensure adherence with NRC policies, tools, handbooks, and guidelines.
- Manage the workload of assessment across all Core Competencies, conduct assessment andmanage the overall assessment processes, including data management, at Area Office level.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents.
- Ensure that projects target beneficiaries most in need and explore and assess new and betterways to assist.
- Promote and share ideas for technical improvement.
- Identify protection needs and gaps
- Provide support to project staff and implementing partners involved in NRC activities
- Maintain good understanding of NRC programming in the area.
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Specific responsibilities:

1. Support the IP team in planning and prioritizing the work of the Case workers, assigned to conduct assessments, in agreement with their line manager and IP Officer
2. Providing support in assigning tasks to assistants, monitoring the completion of tasks and the quality of tasks, ensuring that data is recorded according to the procedures and cases are handled based on the defined processes.
3. Conducting household comprehensive vulnerability assessments and referring cases
4. Follow up on the assessed and referred cases with relevant Units and requests technical support from the technical Coordinator for management of more complex cases.
5. Identifying opportunities to improve operations or programming based on insights from assessments and providing input for continuous improvement of technical issues to assistants.
6. Conducting holistic assessments and referring cases to support more effective and integrated programming and advocacy.
7. Providing support in relations with external entities (Local partners, BAFIAs, INGOs, UN agencies).
8. Responsible for coordinating the missions for assessment.
9. Providing support in regular reports to BAFIA, and all other area-based reports.
10. Registering received cases in the trackers.
11. Support in the provision of reports for senior management per request.
12. Participate in coordination forums as directed by Area Manager/ MCCPM
13. Provide support to project implementation at field office level
14. Carry out any additional duties or tasks assigned by the supervisor.

Critical interfaces

- IP officer CC Coordinators, officers, and Assistants
- Government liaison unit
- Multi CC programme manager
- Area Manager
- Monitoring and Evaluation unit
- Partnership

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

Generic professional competencies:

- At least 2 years of Experience from working in complex and volatile contexts.
- Detailed understanding of assessment process and tools
- Documented results related to the position's responsibilities.
- Ability to use Database systems and follow processes.

- Fluency in English and native proficiency in Persian, written and spoken.

Context related skills, knowledge and experience:
- Detailed understanding of assessment process and tools
- Excellent Communication and interpersonal skills
- Expertise in programmes, eligibility criteria and referral pathways
- Experience working as a social worker is an asset.

2. Behavioural competencies

- Planning and delivering results
- Analyzing
- Communicating with impact and respect
- Working with people

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
- The NRC Competency Framework