



Job Description

Position:	Communications Officer
Reports to:	Advocacy Manager
Supervision of:	N/A
Duty station:	Tehran – Country Office
Travel:	up to 5% (in Iran)
Project number:	IRFX0000
Duration and type of contract:	Till the end of 2021 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

Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks and guidelines
- Implement delegated Communications function portfolio according to plan of action
- Ensure proper filing of documents and audio-visual materials
- Promote and share ideas for improvement of the Advocacy and Communications function
- Prepare and develop status reports as required by management
- Promote the rights of refugees and displaced in line with the advocacy strategy.
- Identify and report protection needs and gaps, explore and propose new and safer ways to assist.

Specific responsibilities

- Support the design and implementation of NRC Iran communication strategies by maintaining and delivering a schedule of content created for posting on NRC's various platforms.
- Identify and draft content for web stories and social media, promoting NRC's interventions in Iran, following NRC's SOPs.
- Create and maintain a repository of case studies, photo bank and visual resources as a reliable source for proposals, reports and communication material.
- Deliver internal communication products, and liaise with relevant Units for inputs.
- Give support to each Core Competency and Area Managers with visibility requests as well as other specific communication requests/visual materials needed – including in Farsi.
- Provide regular monitoring of local developments
- Ensure translation of documents from English to Farsi and vice-versa.
- Any other tasks as identified by Line Manager.

Critical interfaces

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

- Operations implementation: with implementation staff, under leadership of Area Managers
- Programme team: with Core Competency Specialists/Advisors
- Procurement (services or goods): with Logistics unit
- Finance: with finance unit
- Government Liaison
- RO and HO Communication department

Scale and scope of position

Staff:	0
Stakeholders:	UN agencies (UNHCR, UNICEF, WFP), NGOs, INGOs, Civil Society Organizations.
Budgets Information:	Advocacy and Communication Budget Intranet
Legal or compliance:	NRC's Terms of Employment and Code of Conduct Procurement (Services or goods), Donor requirements in terms of visibility

2. Competencies

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

1. Professional competencies

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

Generic professional competencies:

- Minimum of 2 years of demonstrable working experience in communications, advocacy or public relations.
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge of international humanitarian or development sector
- Fluency in Farsi and English, both written and verbal

Context/ Specific skills, knowledge and experience:

- Advanced university degree in communication, international relations, political science or public relations
- Demonstrated research and excellent verbal and written communication skills - in English and Farsi
- Experience in using Adobe Photoshop, InDesign, Illustrator, video-editing software Detail and results orientation and strong organizational skills required
- Strong interpersonal and diplomatic skills required
- Ability to work under pressure to meet tight deadlines
- Ability to work independently with minimum supervision

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are essential for this position:

- Planning and delivering results
- Working with people

- Empowering and building trust
- Communicating with impact and respect

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