

## 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:	HR Coordinator
Grade:	7
Reports to:	HR/Administration Manager
Supervision of:	HR Technical Assistant
Duty station:	Country Office-Tehran
Travel:	20%
Project number:	IRFP0000
Duration and type of contract:	End of 2021

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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 HR Coordinator will ensure implementation of NRC Human Resources policies with focus on the NRC Recruitment Handbook, Compensation & Benefits policy and all HR tools in NRC Iran.

The following is a brief description of the role.

#### Generic responsibilities

1. Implement NRC's HR systems and procedures at country level
2. Ensure adherence to NRC HR policies, handbooks, guidelines and donor requirements
3. Prepare and submit reports and analysis
4. Ensure proper filing of all support documents
5. Support line managers in procedures and require support team trainings
6. Ensure adherence to NRC policies and the national labor law in all processes and procedures
7. Ensure that staff records are up to date and filed appropriately with a particular focus on the recruitment, personnel and administration files.
8. Promote the rights of refugees and displaced in line with the advocacy strategy
9. Ensure that key learnings are extracted from operations regarding protection, and incorporate them into program strategy and staff development processes.

#### Specific responsibilities

- Responsible for all Recruitment process in Country Office, consolidation of the Recruitment Tracker for all areas and development of quality recruitment processes and recruitment tools
- Responsible for NRC Iran staff wellbeing and engagement plan (Staff Care program)
- Responsible for Country Office staff performance management cycle

- Responsible for NRC Iran Compensation & Benefits
- Responsible for NRC Iran Payroll
- Ensure adherence to NRC HRMIS
- Responsible for implementation and improvement of NRC attendance system

#### Critical interfaces

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

- Regional HR Team in Oslo
- HR and Administration officer/assistants at Area/ field office
- NRC Iran Managers and Area Managers

#### Scale and scope of position

Staff:	1 HR Technical Assistant
Stakeholders:	Other HR and Admin Unit in INGOs and UN, SSO,
Budgets:	N/A
Information:	NRC HRMIS, Agresso financials, Webcruiter, NRC Intranet
Legal or compliance:	Terms of Employment, Code of Conduct , NRC Acceptable Use Policies

## 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 5 years of HR experience
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

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

- Proven knowledge and skills related to Human Resources and Administration in Iranian context and Iranian Laws
- Proven expertise in Performance management
- Excellent communication and interpersonal skills

### 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:

- Managing resources to optimize results
- Initiating action and change
- Analyzing

- Planning and delivering results
- Working with people
- 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