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## 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:	Multi- CC Project Manager
Grade:	8
Reports to:	Area Manager South
Supervision of:	4 employees
Duty station:	Zahedan
Travel %	30%
Project number:	IRFP0000
Duration and type of contract:	Until end of December 2021 with possibility of extension

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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

NRC started operations in Iran in 2012. We currently deliver humanitarian assistance in 8 provinces in the sectors of Education, Food Security and livelihoods, Water, Sanitation and Hygiene (WASH), Shelter construction, as well as Information, Counselling and Legal Assistance (ICLA). We co-lead several technical inter-agency working groups and provide capacity building to humanitarian partners in country. Next to our programs, NRC Iran also built an advocacy unit to develop joint messages and initiatives amongst INGOs to improve rights of the displaced.

The purpose of the Multi- CC Project Manager is to lead the scaling up phase of establishing the NRC operations in Sistan and Baluchestan province and setting up of Zahedan Field Office. The position will have to ensure the implementation of delegated Shelter & Wash, Education, ICLA and LFS projects portfolio, while acting as Liaison with the provincial authorities, supervising the support function staff at Field Office level and act as Security Focal Point in coordination with the Area Manager.

The following is a brief description of the role:

#### Generic responsibilities

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Adherence to NRC policies, guidance and procedures
2. Line management for project staff



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3. Act as Security Focal Point at Field Office level
4. Manage emergency response in the Area
5. Contribute to the development of Country, Area and CC strategies, initiate and participate in the development of relevant CC projects, and implement technical direction and ensure high technical quality of projects
6. Develop, coordinate and manage multi- CC projects implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
7. Provide regular progress reports to the Area Manager and the CC Specialists
8. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
9. Develop and manage project budget and coordinate across CCs
10. Ensure capacity building of project staff and transfer key skills
11. Liaise and collaborate with relevant local authorities and other key stakeholders
12. Promote the rights of IDPs/returnees in line with the advocacy strategy
13. Ensure that key learnings are extracted from operations regarding protection, and incorporate them into program strategy and staff development processes

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Scale up NRC activities in Sistan and Baluchestan Province and ensuring compliance in all aspects
- Responsible for Project Cycle Management in Area, including Grants start-up, review and Closure meetings
- Identify program development opportunities in Sistan and Baluchestan in partnership with authorities, UN partners and INGOs
- Responsible for coordinating area specific inputs for donor reports and proposals.
- Responsible for maintaining positive working relationships with all Provincial level government authorities (project approvals, reporting, follow-up of projects implementation)
- Supervise support function staff at Field Office level

Critical interfaces

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

- Strategy and project planning: CC Specialists, CC Coordinators, Area Manager
- Area operations: Logistic & HR Manager, Government Liaison Unit
- Staff capacity building: CC Specialists, Logistic & HR Manager
- Implementation and grant management: HoP, CC Specialists, CC Coordinators, M&E unit and Area Manager



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#### Scale and scope of position

Staff:	1 SW Coordinator, 1 Education Coordinator, 1 ICLA Officer, 1 Logistics Officer
Stakeholders:	Key external stakeholders the post has relationships with: BAFIA Provincial, Relief International, governmental bodies (e.g. directorate of Education, municipality), Local NGOs, UN Agencies
Budgets:	ECHO, NMFA, DEVCO, SIDA, GFFO, Educate a Child
Information:	GORS, Agresso, Webcruiter, Intranet, O365
Legal or compliance:	Terms of employment, Code of Conduct, Procurement guidelines, Donor regulations

## **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 3 years of experience from a senior level project implementation position in a humanitarian/recovery context
- Experience from working in complex and volatile contexts
- Experience from working on multiple sector of expertise
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal
- Valid driver's license

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

- Knowledge of the Afghanistan displacement context is an asset
- Knowledge of the Farsi language is an asset
- Knowledge of Iranian context is an asset
- Experience with scaling up of humanitarian programs in strictly controlled context is an asset
- Detailed oriented and strong organizational skills

### 2. Behavioral 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
- Managing performance and development
- Strategic thinking
- Influencing
- Empowering and building trust
- Handling insecure environments



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### **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