

## Job Description

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Position:	Shelter / WASH Project Manager
Grade:	8
Reports to:	Area Manager
Supervision of:	Shelter / WASH staff
Duty station:	Kerman
Travel:	30%
Project number:	TBC
Duration and type of contract:	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

The following is a brief description of the role.

#### Generic responsibilities

- Line management for project staff.
- Adherence to NRC policies, guidance and procedures.
- Contribute to the development of Country, Area and Shelter and WASH strategies, initiate and participate in the development of relevant projects.
- Coordinate and manage Shelter and WASH project implementation in Iran (activities, budget and project documentation) in line with proposals, strategies and donor requirements.
- Implement technical direction and ensure high technical quality of projects.
- Provide regular progress reports to the Area Manager and the Shelter and WASH Specialist.
- Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist.
- Develop and manage project budget (in cooperation with relevant staff) and coordinate across Core Competencies (CC's).
- Ensure capacity building of project staff and transfer key skills.
- Liaise and collaborate with relevant local authorities and other key stakeholders.
- Promote the rights of IDPs/returnees in line with the advocacy strategy.

#### Specific responsibilities

##### **Personnel Management**

- Accountable for the successful staffing and structure of the Shelter & WASH project team.
- Accountable for ensuring recruitment and line-management is conducted in accordance with relevant NRC policies and procedures. This includes but not limited to: ensuring that the Shelter & WASH team maintains an appropriate balance of gender, skill-sets and diversity at Area and Field-Office level.

**Capacity Building**

- Accountable for the successful capacity building of Shelter & WASH staff in relevant competencies. This includes but not limited to; performance management and planning and resourcing capacity building initiatives within the framework of NRC strategies, tools and guidelines.
- Responsible for on the job training in integrated project planning, management, quality control, etc. in coordination with Area Manager and Human Resources.

**Project Cycle Management (PCM) Implementation and Budget Management**

- Accountable for the successful and timely delivery of Shelter & WASH or related activities and targets as per donor log-frames and budgets, continuously assessing feasibility adjusting plans as necessary.
- Responsible for Shelter & WASH representation in PCM meetings, development of work-plans, spending-plans, procurement plans, M&E plans and protection risk assessments.

**Technical Quality**

- Accountable for the implementation of high-quality Shelter & WASH projects in accordance with the agreed NRC Country and CC Strategies, tools and guidelines. This includes but not limited to: ensuring compliance with relevant minimum standards and collaboration with the Shelter & WASH Specialist in developing minimum technical standards, SOPs and guidance; compliance with NRC procedures, rules, regulations and guidelines; meaningful consultation with affected populations throughout the project-cycle; needs-based targeting and selection; and integration with other Core Competencies where relevant and take an active role in liaison with other actors and stakeholders.

**Programme Development**

- Responsible for high quality Area Office-level input into Shelter & WASH Strategies and other programme development initiatives. This includes but not limited to: context and needs analysis, needs assessments, assess possibilities for expansion and development of Shelter & WASH activities, pilot activities, Shelter & WASH representation at Country Office and Area-level workshops, meetings, trainings and related events and Shelter and WASH contributions to proposal narratives, budgets and annexes.

**Monitoring and Evaluation and Reporting**

- Accountable for accurate and high-quality Monitoring and Evaluation of Shelter & WASH or related activities. This includes but not limited to timely reconciliation of deliverables; construction/process; output and outcome monitoring and internal reporting (e.g. GORS); donor reports and filing and ensuring compliance with Country-level Monitoring and Evaluation Strategy, tools and guidelines.

**Protection & Accountability**

- Accountable for Protection and Accountability mainstreaming throughout Shelter & WASH or related activities. This includes but not limited to ensuring safety and dignity of beneficiaries, understanding their diverse needs, enabling meaningful access to NRC's services, and ensuring adequate accountability to affected populations.
- Collaborate with the Protection Advisor, Shelter and WASH Specialist and Area Manager to ensure protection and Accountability mainstreaming throughout the project-cycle. All project activities will be conducted in accordance with the Country-level Protection Strategy, tools and guidelines.

**External Coordination and representation**

- Accountable for Area-level external liaison and coordination with BAFIA at the provincial level and representation concerning Shelter & WASH activities.
- Responsible for ensuring a constructive and regular communication on operational coordination and strategic discussions.

Any other task relevant to the position as delegated by the 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:

Strategy and project planning: HoP, CC Specialists

Area operations: Area Manager, Support Officers, and Coordinators

Staff capacity building: CC Specialists, Shelter and WASH team members

Implementation: Area Manager, CC Coordinators (Education, LFS and ICLA)

### Scale and scope of position

Staff:	Shelter / WASH team at Area Level (Coordinator, Officers and Assistants)
Stakeholders:	BAFIA Provincial, other local authorities, UN agencies, partners and humanitarian organisations, NRC contractors
Budgets:	Area South budgets
Information:	NRC tools, including Agresso
Legal or compliance:	NRC's Terms of Employment and Code of Conduct, Procurement (Service or goods), Donor requirements, NRC Anti-corruption policy and international humanitarian standards.

## 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 experience from a senior level project implementation position
- Experience from working in complex contexts
- Technical CC (Shelter and WASH) expertise
- 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:**

- University degree in Civil Engineering, Architecture, Water and Sanitation Engineering, Project Management,
- Experience from project implementation position in a humanitarian/recovery context. Direct experience responding to natural disasters will be a plus
- Shelter and WASH technical specific knowledge from the humanitarian sector and SPHERE standards as well as familiarity with relevant Iranian regulations (e.g. Iranian Building code)
- Excellent time management skills to meet tight deadlines
- Excellent communication and reporting skills highly desirable

### 2. Behavioral competencies (max 6)

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:

- Strategic thinking
- Managing resources to optimize results
- Managing performance and development

- Empowering and building trust
- Initiating action and change

### **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