



## **Rights Respected, People Protected**

### **About NRC**

The Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 60 years of experience in helping to create a safer and more dignified life for refugees and internally displaced people.

NRC advocates for the rights of displaced populations and offers assistance within the shelter, education, food security, livelihoods, legal assistance, and water, sanitation and hygiene sectors. The Norwegian Refugee Council has approximately 6000 committed and competent employees involved in projects across four continents. NRC runs the world's largest standby rosters NORCAP, with 650 professionals, ready to be deployed on 72 hours' notice when a crisis occurs.

### **NRC in the Islamic Republic of Iran**

NRC started operations in Iran in 2012. We currently deliver humanitarian assistance in 9 provinces in the sectors of Education, Food Security and livelihoods, Water, Sanitation and Hygiene (WASH), Shelter construction, as well as Information, Counseling 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 among INGOs to improve rights of the displaced. Following several recent breakthroughs, NRC Iran is scaling up substantially its activities in support of the Government of Iran efforts towards an estimated 3,6 million Afghans residing in country and is expanding its programme unit.

### **Call for Application – Core Competency Assistants in NRC Iran Offices**

NRC Iran is now planning to hire eleven (11) Technical Assistants for different core competencies. However, your application will be stored in NRC Iran applicants' database until the end of 2021 and it will be used for NRC future recruitment needs, once there is a new opening and available vacancy in the organization for any Core Competency Assistant role in NRC Iran Offices.

NRC works to improve protection and access to basic humanitarian services across nine provinces. NRC Iran has four (4) area offices in different cities. Below is the list of currently available positions in each Area Office, which are going to be recruited through this announcement:

- **Kerman – Area South**  
Livelihoods and Food Security Assistant  
Shelter/WASH Assistant  
Education Assistant

- **Zahedan – Area South**  
Shelter/WASH Assistant
- **Tehran – Area Central**  
Shelter/WASH Assistant  
ICLA Assistant  
Education Assistant
- **Mashhad – Area East**  
Livelihoods and Food Security Assistant  
ICLA Assistant

### **Generic Responsibilities of Core Competency Assistants**

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the respective programme function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the respective programme function
6. Promote the rights of refugees and displaced in line with the advocacy strategy
7. Identify and report protection needs and gaps, explore and propose new and safer ways to assist
8. Work closely with local partners, government officials, service provider representatives, and other stakeholders and communicate with them with transparency and respect

### **NRC Generic Behavioral Competencies for none Managerial Positions**

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Handling insecure environments
- Analyzing
- Coping with Change

### **Generic Professional Competencies of Core Competency Assistants**

- Good command of English and Farsi, written and spoken
- Fluent in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Experience of working with refugees in Iran is an advantage



## **Are you qualified for any of above-mentioned positions? You can find out here:**

- **Education Assistant**

Following the 2015 Supreme Leader Decree, NRC seeks to support the education system in Iran to absorb and meet the needs of the displaced Afghan population in addition to those of the Iranian students. To do so, we work together with our shelter and WASH teams to assess, identify, and rehabilitate schools that are hosting a large number of Iranian and Afghan students. We make sure that schools, teachers, and principals are working in a safe environment conducive to learning by equipping them with various materials. We also work with the Ministry of Education to offer non-formal education programmes such as school readiness to students who may otherwise not have the means to join a preparatory course prior to enrolling in school. We work with the literacy Movement Organization to offer literacy and numeracy programmes to those who need them. We are also exploring ways with our LFS team to work with young Afghans to enhance their education.

These following skills, knowledge and experience are minimum requirement for this position:

- Diploma/BA in a relevant field such as child studies, education, international development.
- 2 years of working experience in local/international organizations, charities or any equivalent professional work experience that demonstrates administrative abilities of the candidate.

- **Information, Counseling and Legal Assistance (ICLA) Assistant**

ICLA in NRC takes on activities to support targeted groups in order to claim and exercise their rights through information, counselling, legal assistance, collaborative dispute resolution, capacity building and advocacy. The purpose of the assistant position in ICLA is to assist in the regular implementation of the ICLA project according to action plan. That includes Identification of the most vulnerable households through regular field visits. furthermore, provision of information, counselling and legal assistance to targeted group on residency issues, civil documentation and essential services etc. as well as, Regular follow up on status of registered cases and ensuring accurate record of beneficiary registration in database and logs and contribution in administrative tasks within the team.

These following skills, knowledge and experience are minimum requirement for this position:

- Law degree in the field of international humanitarian or refugee law OR other relevant educational background combined with relevant professional experience.
- At least 2 years of relevant working experience.
- Experience working as a social worker in a humanitarian/refugee context is an advantage.

- **Shelter/WASH Assistant**

The Shelter/WASH team are supporting Afghan refugees to prevent the transmission of Covid-19 in the community, access safe schools through safe buildings and water and sanitation facilities, and increase access to safe water and sanitation in communities. The team uses a combination of skills in engineering, public health and community engagement to achieve these goals.



These following skills, knowledge and experience are minimum requirement for this position:

- Diploma/BA in a relevant field such as Civil Engineering, Water and Sanitation Engineering, Environmental Engineering, Environmental Management, Environmental Science or Architecture.
- At least 2 years of working experience in a relevant field such as below is required:
  - ✓ NGO, UN or Red Crescent Society experience in WASH, Shelter or construction
  - ✓ Private or public sector experience in engineering or similar (for example, architecture or environmental management)
  - ✓ Volunteer or paid experience in working with vulnerable groups of people
- **Livelihoods and Food Security Assistant**

NRC LFS teams will contribute in securing people's ability to access sufficient, safe and nutritious food, achieve self-sufficiency and participate in economic activities. We do our best for people we serve, that are appropriately equipped to secure decent employment and income opportunities that strengthen self-reliance, well-being and household food security. LFS Teams explore ways, which would engage refugees in business practices that produce demand driven, marketable and affordable goods and services, add value to the local economy and promote sustainability.

These following skills, knowledge and experience are minimum requirement for this position:

- University bachelor's degree preferably in development studies, Social sciences, Entrepreneurship, Economy, marketing, Business Administration, Industrial Management/ engineering or other relevant subjects.
- At least 2 years of working experience and engagement in any of business planning, business model design, start-up development and vocational training, preferably in humanitarian sector.
- Experience in projects related empowerment of community and self-reliance of vulnerable families is an advantage.

## **Recruitment Process – Pool of Applicants**

The recruitment process in The Norwegian Refugee Council is thorough, and we place strong emphasis on our future employees' humanitarian and ethical principles and the importance of diversity and equality. Through this recruitment process, NRC will conduct three assessment phases as indicated below:

- Screening and Longlisting based on specified **Minimum Requirements**
- General **Technical Test and Psychometric Test** – Only Longlisted Applicants
- **Shortlisting** based on each position's specific JD, Technical Test and Psychometric Test Result
- **Behavioral and Technical Interview** with the panel – Only Shortlisted Applicants



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**Attention: NRC reserves the right to start screening and assessment process before deadline, therefore if you are interested in any of above-mentioned positions you are highly encouraged to apply as soon as possible.**