

# 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:                      | Logistics Assistant                            |
| Grade:                         | 4  |
| Reports to:                    | Logistics Coordinator                          |
| Supervision of:                | N/A  |
| Duty station:                  | Area South - Kerman                            |
| Travel:                        | 30%  |
| Project number:                | IRFP0000                                       |
| Duration and type of contract: | End of 2021, with the possibility of extension |

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All NRC employees are expected to work in accordance with the organization's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

## **1. Role and responsibilities**

The purpose of the assistant position is to assist in the day to day implementation of the support functions responsibilities. Use action words such as conduct or assist for the position relevant responsibilities.

### 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 Professional Development Plan.

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the Logistics 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 support 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.

### Specific responsibilities

- Asset/Inventories management, keep updated inventories of office equipment and supplies and provide timely processing of updates and orders.
- Ensure NRC's office assets are kept in good working conditions, properly tagged and NRC logistics records are properly filed and maintained.
- Provide required transportation services for the missions to Kerman.
- Travel to project sites as logistics representative for final approval of the projects when needed.
- Assist NRC logistics team to conduct sourcing and procurement,

- Work closely with programme, finance and HR Admin units to consolidate local procurements and assist in reporting.
- Responsible for monthly petty cash and purchasing Office Supplies.
- Responsible for the supervision of NRC premises' maintenance in Kerman.

#### Critical interfaces

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

- The Bureau for Aliens and Foreign Immigrants Affairs in Kerman, contractors, suppliers and service providers;
- NRC's programme units and support services as well as external stakeholders including but not limited to private enterprises, NGO's, UN agencies and other relevant actors in Iran

#### Scale and scope of position

|                      |  |
|----------------------|--|
| Staff:               | N/A  |
| Stakeholders:        | UN agencies, INGOs, local NGOs, civil society, governmental bodies, project contractors and suppliers  |
| Budgets:             | N/A  |
| Information:         | N/A  |
| Legal or compliance: | Term of Employment, National civil codes and standards, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct, NRC Logistics handbook, Finance and programme donor requirements |

## **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:**

- Experience from working as a Support Function Assistant in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good level of English knowledge

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

- University degree, preferably Business, Industrial Engineering, MBA, Economics or any other similar major
- Good knowledge of computer and IT systems and devices such as (Multi-Functional machines, Computers and etc.) is an advantage
- Proficiency in working with Microsoft Office (Excel, Word ...)
- Minimum one (1) year of experience in purchasing, procurement, and supply chain management
- Minimum one (1) year of experience in inventory and assets management
- Minimum one (1) year of experience in warehousing and stock management

### 2. Behavioral competencies

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

- Handling insecure environment
- Planning and delivering results

- Analyzing
- Working with People
- Communicating with impact and respect
- Coping with 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 NRC Competency Framework