

## 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:	Education Coordinator
Grade:	7
Reports to:	Mult-CC Project Manager
Supervision of:	2 Education Officers – 1 Education Assistant
Duty station:	Tehran- Area Manager
Travel:	up to 70 %
Project number:	
Duration and type of contract:	End of 2021

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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 CC Coordinator position is to implement delegated CC project portfolio

The following is a brief description of the role.

#### Generic responsibilities (max 10)

1. Line management of CC project field staff
2. Adherence to NRC policies, guidance and procedures and awareness of NRC global and regional strategies
3. Contribute to Education strategy development, project proposals and provide input on needs and gaps, considering where appropriate the possibility of expanding areas of Education response
4. Manage and implement delegated Education projects (activities, budget and project documentation) as delegated from PM in line with proposals, strategies and donor requirements, and ensure high technical quality
5. Provide regular progress reports to PM (Multi-CC Project Manager)
6. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
7. Promote and share ideas for improvement and necessary changes in the activities
8. Ensure capacity building of project staff and transfer key skills
9. Liaise and collaborate with relevant local authorities and other key stakeholders
10. Promote the rights of refugees and displaced in line with the advocacy strategy
11. Ensure that key learnings are extracted from operations regarding protection, and incorporate them into program strategy and staff development processes.

### Specific responsibilities

- Identify implementation opportunities for various NRC education response such as Cash based interventions and youth programming
- Monitor the implementation of projects (education portfolio of area central) according to work plan and keep updated work plan
- Monitor budget expenditure and have proper spending plan of the projects
- Support and mentor staff and partners in project implementation
- Document and share progress reports, case studies, programme results and the potential for replication and scaling-up with relevant stakeholders as required.
- Provide input to colleagues for proposal writing and fundraising purposes.
- Participation in relevant coordination forums with key stakeholders.
- Communicating and liaising with provincial authorities and related interfaces in line with project objectives

### Critical interfaces

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

- Project planning: CC Specialists
- Area operations: Support Coordinators (field office coordinators)
- Staff capacity building: CC Specialists, HR Development Officer
- Implementation: CC Specialists and support team, local partners and authorities

### Scale and scope of position

Staff:	2 education Officers, 1 Education Assistant
Stakeholders:	UN agencies, INGOs, local NGOs, civil society, governmental bodies
Budgets:	Education activities under IRFM2101, IRFM1804, IRFM2014,IRFM2004, IRFM2104, ...
Information:	GORS, UNIT4, 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 for this position:**

- Experience from working in a humanitarian/recovery context – holding coordinating or managerial roles is an asset
- 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 related skills, knowledge and experience** (shall be adapted to the specific position):

- Knowledge of Education system in Iran
- Knowledge of Afghan Refugees' status in Iran

## 2. Behavioural 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:

- Handling insecure environments
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development
- Planning and delivering results

## **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 individual Work- and Professional Development Plan
- The Competency Framework