



TERMS OF REFERENCE

- Position:** Protection Officer
- Location:** Isfahan, Iran (with occasional missions to Yazd)
- Duration:** One Year including 3 months' probation period (with possible extension)
- Reports to:** Protection Coordinator and Isfahan/Yazd Head of Office
- About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

- RI in Iran:** Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Position Summary: The Protection Officer, under the overall supervision of Protection Coordinator and Isfahan/Yazd Head of Office, will be responsible for the protection activities in Isfahan and Yazd. S/he will be working closely and constructively with the protection staff and other teams/projects. The Protection Officer will ensure that protection related activities and objectives in the assigned locations are on track, indicators, and targets achieved. S/he will be required to ensure the quality of protection data collection and analysis and prepare accurate reports. S/he will conduct capacity building for RI staff.

Roles and Responsibilities:

Project Implementation

- Implement and support the achievement of protection objectives and results;
- Conduct vulnerability assessment and identify cases for assistance according to pre-defined criteria;
- Support planning and implementing protection mainstreaming and outcomes across sectors in the assigned locations,

- Refer protection cases to the protection relevant agencies, updating the database on case referral and follow up;
- Writing accurate and timely reports according to RI and donor formats, including progress, interim, final and case reporting for protection specific components under the direct supervision of Protection Coordinator;
- Communicate with team members and participate in regular meetings between team members
- Support in providing conceptual inputs for various active projects within RI.

Monitoring and Evaluation

- Conduct data collection for protection-related research;
- Document significant change stories, project lessons learned and best practices;
- Develop necessary tools and forms for implementing protection activities in Iran in full cooperation with Protection Coordinator;
- Participate in project evaluation and assist in the analysis of the results;

Protection Capacity Building

- Conduct trainings for the RI staff on protection subjects;
- Keep the comprehensive legal and procedural guideline up to date, under the direct supervision of the Protection Coordinator;
- Provide Protection capacity building for volunteers and partner staff in consultation with Protection Coordinator and promote the understanding of protection issues ensuring the observance of internationally accepted binding standard.

Representation and Coordination

- Participate in relevant working groups and UNHCR case management meetings as required, representing RI and feeding back to the Protection Coordinator on relevant issues;
- Ensure close relations with partner focal points in the assigned locations.

Supporting Integration of Protection

- Organize events and activities according to project needs under the direct supervision of Protection Coordinator.

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.
- Perform other duties that may be assigned from time to time.

Knowledge and Experience:

- Education to BA level (or equivalent) in law, social sciences or any other related studies
- Significant knowledge of International Humanitarian and Human Rights Laws, particularly of international standards relating to the protection of refugees;
- Cultural and gender sensitivity and adaptability;
- Proven experience of at least 3 years in humanitarian work;
- Proven communication, interpersonal, representation and negotiation skills;
- Ability to work under pressure, within a team, under own initiative and with little supervision;
- Organized, flexible and good at multi-tasking;
- Good writing skills including writing clear and well-argued assessments;
- Fluency in both Farsi and English (writing and speaking).

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

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| • Inclusiveness | • Collaboration |
| • Transparency and accountability | • Sustainability |
| • Agility and innovation | |

How to apply:

If you are interested in this job, please email your cover letter and CV along with the RI Application Form in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 10 August 2021.**

Due to limited resources, only short-listed candidates will be contacted.

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.