

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.

Position:	Risk and Compliance Coordinator
Reports to:	Head of Support
Supervision of:	N/A
Duty station:	Tehran
Travel:	25% to other area office
Project number:	IRFX0000
Duration and type of contract:	12 months

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 purpose of the officer position is day to day implementation of the CC Project. Use action words such as ensure, implement or assist for the position relevant responsibilities.

Generic responsibilities (max 10)

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 Development plan.

1. Implement NRC's safety and security policies at office level
2. Conduct regular security and risk assessments to identify safety and security needs
3. Train staff in safety and security and provide regular briefings and updates
4. Immediately report all breaches of safety and security procedures and all threats to NRC staff, beneficiaries, activities or assets
5. Facilitate staff evacuation in emergency situations
6. Supervise, train and develop eventual security staff at office level
7. Liaise with UN agencies, NGOs and other external actors to gain security information
8. Ensure vehicle and staff movements are monitored according to procedures and that necessary safety and security equipment are available and in good condition
9. Prepare security updates and reports as required

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

1. Support the CD and the CMG by ensuring:
 - i) That risks in the CO's operations are identified, assessed and controlled effectively; and
 - ii) CO's compliance within high-risk areas/issues, by:
 - i. identifying such high-risk areas/issues;
 - ii. conducting regular compliance checks on the said areas/issues (e.g. spot checks);
 - iii. reporting regularly to the CD and the CMG on compliance issues; and

- iv. Support in implementing compliance improvement measures throughout the CO.
2. Support the CO with maintaining and updating all risk management and compliance related CO registers, namely the CO Risk Register, Waiver Register, Recommendations Tracker and Standards Operating Procedures (SOP) Register.
3. Support function leaders in the CO with ensuring that all SOPs in the CO are aligned with policies and regulations not related to a specific function, are coherent with other SOPs throughout the CO and NRC and follow basic quality principles.
4. Support the CO's focal point for audits in the co-ordination of the work among the different CO's sections/units to respond to external audits initiated by institutional donors and to facilitate the follow up of these audits' recommendations.
5. Provide training and support to CO staff on the following: i) Areas of expertise held by the R&C function at HO (Risk management, compliance, Anti-corruption, Data Protection, Code of Conduct, legal and complaints management) and ii) compliance with regulations not specific to a given function (i.e. SSD, COTER, sanctions).
6. Contribute to the development of NRC's risk management framework by documenting lessons learned and best practices in the CO.
7. Promote the rights of IDPs/returnees in line with the advocacy strategy
8. Undertake regular systems reviews and conduct follow up on the job training for NRC offices
9. Do sample review of transaction checklist and documentation and check if the securing supporting documentation guidelines are implemented by the support unit.
10. Do sample review of reconciliation of deliverables and check if the securing supporting documentation guidelines are implemented by the programme unit.
11. Engage with external firms to do spot checks of implementing partners based on risk assessments.

Critical interfaces

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

- CMG members
- Logistics, Finance & Project Managers
- Country Finance Controller
- Regional finance director
- Implementing partners
- Donors
- Auditors

Scale and scope of position

Staff:	Numbers and titles of staff directly managed by the postholder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit (e.g. 5 project officers and 2 education assistants, 34 staff in total)
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	List of budgets covered by post holder, and size of budget
Information:	Brief description of the information resources the post holder is responsible for at CO level (e.g. GORS, Agresso, Webcruiter, Intranet)
Legal or compliance:	Brief description of any legal or compliance responsibility the post holder has (term of employment, vendors, donors)

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:

- Good communication and coordination skills
- Good ability to plan for different sets of scenarios in relation to external and internal audits
- Excellent project management, accounting and expenditure verification attention to detail
- Understanding of issues in complex emergencies and crisis contexts
- Ability to work with stress and under high time and other pressure
- Excellent ability to work independently with very limited supervision
- Ability and willingness to work and live under difficult circumstances
- Willingness to travel to all areas of the country where the programme is implemented, on a regular basis
- Flexible and creative

Context/ Specific skills, knowledge and experience:

- Certified Internal Auditor certificate is preferred. Certified Public Accountant (CPA), Associate of the Chartered Institute of Certified Accountants (ACCA)
- University degree in Accounting
- Minimum of 3 year' relevant work experience with practical experience in internal audit.
- Good fluency in the English language, both written and verbal
- Excellent working knowledge of Excel and standard accounting packages

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:

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

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