



### Terms of Reference (TOR)

<b>Position:</b>	Education Assistant
<b>Location:</b>	Tehran, Iran (with regular travel to other project locations, specifically Isfahan and Sistan & Baluchistan provinces)
<b>Duration:</b>	From contract signature to March 31 <sup>st</sup> , 2022 (temporary assignment)
<b>Reports to:</b>	Education Advisor
<b>About RI:</b>	<p>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.</p> <p>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.</p>
<b>RI in Iran:</b>	<p>Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national CSOs as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
<b>Position Summary:</b>	<p>The Education Assistant will be supervised by the Education Advisor. (S)he will facilitate all aspects of activity implementation in the relevant project location ensuring objectives are met and minimum standards are applied.</p>

### **Position Responsibilities and Duties**

#### **Key Responsibilities:**

In collaboration with the field offices and the Education Advisor, the Education Assistant will:

#### **1. Program Implementation**

- Facilitate the implementation of all Education activities within the scope of the programme in Sistan&Baluchistan and Isfahan provinces;
- Participate in community mobilization including the capacity building of partner staff and the training of volunteers;
- Support all project related procurements as per RI's policies and donor standards;
- Facilitate Cash and NFI distributions;
- Support the identification of beneficiaries in collaboration with partner staff;



- Ensure beneficiary access and participation in all project activities.

## **2. Monitoring, Evaluation and Learning (MEL)**

- Participate in needs assessments and program development activities;
- Support the documentation best practices and lessons learned;
- Support the production of project reports including Impact Assessments and PDMs;
- Conduct regular monitoring of all field activities;
- Archive all project related documents;
- Assist in the collection and entry of all project data.

## **3. External Communications**

- Maintain relations with project beneficiaries, partners and stakeholders;

### **Requirements:**

- University graduate in humanitarian/development studies and/or closely related field to education and teaching;
- Minimum of one year professional experience working in the humanitarian sector preferably with (I)NGOs;
- Experience in working with national partners is an asset;
- Fluency in Farsi with communicative competency in English;
- Ability to work flexible hours;
- Ability to plan and organize work and establish priorities;
- Supports and encourages open communication in the team and facilitates team work;
- Ability and willingness to travel extensively to the field;
- Strong organizational skills and ability to manage multiple tasks simultaneously and attention to details;
- Ability to work independently and creatively;
- Proficiency in IT especially Microsoft Office.

### **RI Values**

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

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

If you are interested in this job, please email your cover letter and CV together with the **RI application** form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the Job Title in the subject line.

Applications close on 13 December 2021.

Only short-listed candidates will be contacted for an interview.