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:	Integrated Programming (IP) Officer
Grade:	5
Reports to:	Area Manager
Supervision of:	none
Duty station:	Tehran - Area South
Travel:	40%
Project number:	IRFP0000
Duration and type of contract:	Until end of 2022 with possibility of extension

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

1. Role and responsibilities

The purpose of the IP officer position is to support the work of NRC by conducting holistic assessments and referring cases, but also by gathering data to form a rich picture to support more effective and integrated programming and advocacy. The IP officer plans and prioritise the IP Team work in their area, coordinating the assessment workload of the Assistants in their area, in agreement with the Core Competency Coordinator. She/he conducts assessments, receives technical guidance from the Technical Coordinator, and provide guidance and assistance to the Assistants. She/he is the point of contact for assessments in the area.

Generic responsibilities
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1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Manage the workload of assessment across all Core Competencies, conduct assessment and manage the overall assessment processes, including data management, at Area Office level
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist
6. Promote and share ideas for technical improvement

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. Planning and prioritising the work of the Core Competencies Assistants, assigned to conduct assessments, in agreement with their line manager, the CC Coordinators
2. Assigning tasks to Assistants, monitoring the completion of tasks and the quality of tasks, ensuring that data are recorded according to the procedures and cases are handled based on the defined processes

3. Conducting assessments (40-50% of their time), particularly more complex or sensitive ones
4. Conduct quality check on data available, regularly revise scoring system and referral to different Core Competencies
5. Follow up with Core Competencies Coordinators as needed for the assessed cased and requests technical support from the technical Coordinator for management of more complex cases
6. Identifying opportunities to improve operations or programming based on insights from assessments and providing input for continuous improvement of technical issues to assistants
7. Working as Contact point for IPFT operational issues for the area
8. Conducting holistic assessments and referring cases to support more effective and integrated programming and advocacy.
9. Maintain good understanding of NRC programming in the area

Critical interfaces
By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:
• Work closely with Core Competencies Coordinators in the area
• CVAT Technical Coordinator
• CC Assistants
• Liaise with local authorities and refugee communities

Scale and scope of position

Staff:	n/a
Stakeholders:	Governmental bodies including BAFIA, DoE, DoH, MunicCVATalities; UNHCR, INGOs, local NGOs, civil society, Shoura members.
Budgets:	n/a
Information:	GoRs, Agresso, Office365. Databases and data management systems
Legal or compliance:	NRC's Terms of Employment, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct 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:
• At least 2 years of Experience from working in complex and volatile contexts
• Detailed understanding of assessment process and tools
• Documented results related to the position's responsibilities
• Ability to use Database systems and follow processes
• Fluency in English and native proficiency in Persian, written and spoken

Context/ Specific skills, knowledge and experience:
- Detailed understanding of assessment process and tools
- Excellent Communication and interpersonal skills
- Expertise in programmes, eligibility criteria and referral pathways
- Experience working as a social worker is an asset.

2. Behavioural competencies

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:
- Planning and delivering results
- Analyzing
- Communicating with impact and respect
- Working with people

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