
Partnership Specialist (National Position)

General Description

INTERSOS is a humanitarian organization on the front-line of emergencies, bringing assistance to people in need with particular attention to the most vulnerable people. Since 1992 our humanitarian workers have been helping people affected by humanitarian crises: we provide first aid, food, shelter, medical assistance and basic goods. We ensure that basic needs, as education, access to clean water and health assistance, are met.

Following the conflict in the Afghanistan and the deterioration of the humanitarian situation which negatively affects also neighbouring countries, in December 2021 INTERSOS got its approval to start supporting Afghan Refugees in Iran to contribute towards ensuring emergency relief and social protection assistance for the Afghan refugees fleeing their home in search of safety.

Main Purpose

The Partnership Specialist is to provide essential support to the Senior Local Partners staff on donor regulations, activity implementation following INTERSOS rules and regulations and monitoring of activities in timely manner. Supervision of all communication between INTERSOS and Local Partners will come under the duty of Partnership Specialist to ensure the activity implantation following INTERSOS and donor regulations.

Duty station: Tehran (Country Office) with estimated 40% travel to the field

Contract duration: 6 months with possibility of extension

Reporting to:

Head of Program

Tasks and Responsibilities

- Supervise and ensure constant and continuous INTERSOS communication lines with the Local Partners and their interactions with INTERSOS staff
- Adherence to INTERSOS policies, guidance and procedures and support partners to ensure their adherence with INTERSOS policies, tools and guidelines
- In collaboration with INTERSOS programme department and M&E Officer, the Partnership Specialist or will support Local Partner staff in the definition, implementation and monitoring of the activities, according to INTERSOS project plans and mission strategy, standards and protocols
- Act as focal point for the local partner throughout the different phases of the project cycle management
- Ensure that projects target beneficiaries most in need of protection, explore and asses new and better ways to assist
- Ensure update on local partners daily activities and information to INTERSOS programme department
- Develop and monitor systems for quality control of partner activities
- Collect regular financial and narrative report from local partners

- Coordinate the development of partnership agreements, which outlines the scope and type of service delivery envisaged between INTERSOS and its local partner(s)
- Act as focal point for contract issue, such as queries on rules and regulation, revisions, budget modification, ensuring inputs from relevant INTERSOS colleague are provided timely
- Ensure relevant Local partner colleagues and units are provided with timely, accurate and exhaustive information on donor priorities
- Assist programme department with setting up, preparing, participate in donor meetings for local partners
- Ensure setting up, preparing monthly meeting on activity implementation progress for local partners and provide report to INTERSOS Programme Manager and Head of Mission
- Support Local partner staff on proposals and report submission
- Support Local Partners to update and development of new tools such as checklists and lessons learned documents for internal dissemination
- Assess partners' capacity and identify gaps, ensure that partner is actively attending relevant training sessions and workshops and that relevant knowledge is put in practice
- Support to build the capacity of partner' staff and transfer key skills, through facilitating the transfer of relevant INTERSOS expertise experience and tools to INTERSOS Iran local partners
- Organize, and support the programme department in the provision of training for Local Partner staff and facilitate trainings if needed
- Ensure the update and support the development of training and capacity building materials for Local partners in collaboration with programme department
- Accompany Local partners and INTERSOS staff to the field for supervision and monitoring the implementation of the activities
- Ensure support to local partners for logistics and preparation for field missions, including letter of permissions, agenda of meetings, accommodation, transportation etc
- Facilitate translation of all documents circulating between local partners and INTERSOS

Requirements

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- Advanced university degree preferable on humanitarian, social subjects or related field
 - Minimum 2 years of experience from a project implementation position in a humanitarian/recovery context, including in partnership with local NGOs or similar
 - Previous experience in working in partnership with local organizations will be an asset
 - Previous experience related to delivery of trainings and/or capacity-building programs is an asset
 - Documented results related to the position's responsibilities Knowledge about own leadership skills/profile
 - Strong representations competences
 - Strong organizational and communicational skills
 - Fluency in Farsi and English, both written and verbal
 - Ability to write good quality Farsi communications with authorities
 - Excellent interpersonal skills

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- Familiarity with Project Management and Budget Monitoring system are an assets
 - Ability and willingness to travel and stay overnight at service delivery point if needed.
 - Knowledge of the Afghanistan displacement context is an asset

All interested candidates should send CV and motivation letter in English (maximum 1 page) to tehran.iran@intersos.org and iran@intersos.org no later than the 9th of August 2022.

Please write “Partnership Technical Specialist” as the subject of your email.