

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:	HR/ Admin Officer
Grade:	5
Reports to:	Area Manager
Supervision of:	none
Duty station:	Kerman
Travel:	20%
Project number:	IRFP0000
Duration and type of contract:	End of 2023 with possibility of extension

All NRC employees are expected to work in accordance with the organization'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 support functions responsibilities.

Generic responsibilities

1. Compliance and adherence to NRC policies, guidance and procedures
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the HR and Administrative function
6. Promote the rights of refugees and displaced in line with the advocacy strategy
7. Identify and report protection needs and gaps, explore and propose new and safer ways to assist

Specific responsibilities

- Provide administrative support to HR programs, including recruitment (i.e. contacting candidates for tests, and interviews, etc.), Induction (i.e. managing schedules, preparing manuals, interfacing with the different departments)
- Keep personnel records up to date in Iran Filing Tree
- Update candidate data through Webcruiter.
- Ensure all mission requests and travel accommodations of the area are arranged on time and properly
- Contribute to the organization of events such as trainings, workshop, seminars
- Ensure appropriate management of office supplies and stationaries
- General follow up of the NRC office and houses /apartments (including rent and utility bills payments) and ensure that utility bills are paid on time
- Handle admin part of NRC Kerman Petty Cash as per NRC Iran SOP

- Working with different teams/CC at office level and compiling monthly visits plan and sharing with BAFIA
- Maintain compilation of proper individual files for NRC employees at office level in coordination with Area HR/Admin Team Leader
- Follow up of staff attendance and administration (leaves, absence,.) at Office level in coordination with Area HR/Admin Team Leader
- Support the HR CO for managing leave records.
- Drafting staff Employment Contracts and Amendments when required
- Support CO HR in collecting Work Development Plans (WDP)
- Drafting NRC premises contracts when required
- Manage and supervise the NRC offices and GHs
- Organise weekly coordination meetings
- Conduct regular field missions to NRC premises (GH, field office)

Critical interfaces

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

- Area Manager / HR Team Leader at Area South/Multi CC PM
- HR Country Office
- Area South staff
- Multi CC PM

Scale and scope of position

Staff:	N/A
Stakeholders:	HR/Admin unit in Tehran ,other HR Units in INGOS and UN
Budgets:	N/A
Information:	HR Agresso ,Excel
Legal or compliance:	Terms of Employment, Code of Conduct , HR Handbooks and Policies

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:

Generic professional competencies:

- Experience from working as a Support Function Assistant in a humanitarian/recovery context is a plus
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good command of English both spoken and written at the working level.

Context/ Specific skills, knowledge and experience:

- Minimum bachelor's degree in, HR, administrative management or a relevant field
- Strong planning and organizing skills
- Experience with archiving and official correspondence
- Minimum two (2) years of experience in HR/Administration filed
- Fluent in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)

2. Behavioural competencies

These personal qualities 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
- Working with people
- Communicating with impact and respect
- Coping with change

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 individual Work- and Professional Development Plan (Role Mandate for leaders at HO, Regional Directors and Country Directors)
- The NRC Competency Framework