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 Technical Assistant
Grade: 4
Reports to: Area Multi CC Project Manager
Supervision of: none
Duty station: Tehran Area North
Travel: 10%
Project number: IRFM 2310
Duration and type of contract: Fixed Term- End of March (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 believes shall guide our actions and relationships.

1.   Role and responsibilities

The purpose of the IP Technical Assistant position is to support the work of NRC by conducting household comprehensive vulnerability 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 Technical Assistant plans and priorities the Integrated Programme (IP) Teamwork 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 technicalguidance from the Technical Coordinator, and provides guidance and assistance to the Assistants.
She/he is the focal point for assessments in the area.

Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks, and guidelines.
- Manage the workload of assessment across all Core Competencies, conduct assessment and manage the overall assessment processes, including data management, at Area Office level.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents.
- Ensure that projects target beneficiaries most in need and explore and assess new and better ways to assist.
- 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. Support IP team in planning and prioritizing the work of the Case workers, assigned to conduct assessments, in agreement with their line manager and IP Officer
2. Providing support in 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 household comprehensive vulnerability assessments and referring cases (40-50% of their time), particularly more complex or sensitive cases.
4. Follow up on the assessed and referred cases with relevant Units and requests technical support from the technical Coordinator for management of more complex cases.
5. Identifying opportunities to improve operations or programming based on insights from assessments and providing input for continuous improvement of technical issues to assistants.
6. Working as Contact point for IPFT operational issues for the area
7. Conducting holistic assessments and referring cases to support more effective and integrated programming and advocacy.
8. Providing support in relations with external entities (Local partners, BAFIAs, INGOs, UN agencies).
9. Responsible for coordinating the missions for assessment.
10. Providing support in regular reports to BAFIA, and all other area-based reports.
11. Registering received cases in the trackers.
12. Support in the provision of reports for senior management per request.
13. Maintain good understanding of NRC programming in the area.
14. Carry out any additional duties or tasks assigned by the supervisor.

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

- IP officer CC Coordinators, officers, and Assistants
- Government liaison unit
- Monitoring and Evaluation unit
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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.
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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