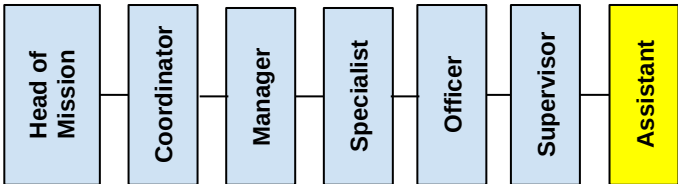


Job Description Form

NATIONAL POSITION

Job Title:	Liaison Assistant
Department/Unit:	Liaison and Partnership
Duty Station:	Tehran (Country Office) with possible travels to the field
Contract Duration & Expected Date of Start:	One year with the possibility of extension 01 Feb. 2024
Reports to:	(Hierarchical / Direct line manager): Liaison & Partnership Manager (Functional): N/A
Type of Position:	Full-time ☒ Part-time ☐ Intern ☐
Grade: 3	 <pre> graph TD A[Head of Mission] --- B[Coordinator] B --- C[Manager] C --- D[Specialist] D --- E[Officer] E --- F[Supervisor] F --- G[Assistant] </pre>

About INTERSOS:

INTER SOS is a humanitarian organization on the front-line of emergencies, bringing assistance to victims of armed conflicts, natural disasters, and extreme exclusion with particular attention to the protection of 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, such as education, access to clean water and health assistance are met.

INTER SOS in Iran

Following the Taliban retaking power in Afghanistan in August 2021, which has created a sudden high influx of Afghan nationals in Iran, INTER SOS decided to assess opportunities to establish its presence in Iran. INTER SOS obtained the approval from the Government of Islamic Republic of Iran for the establishment of its presence in Tehran - Iran in October-November 2021 and started conducting its joint-activities in June 2022. INTER SOS activities in Iran mainly focus on the health/medical sector and how to support the existing health system coping with the high number of new refugees and its impacts on local Iranians. In addition, some social activities around people with disabilities and children were linked to the medical activities.

Main Purpose/ Job Summary:

With direct technical and managerial support from the INTER SOS Liaison & Partnership Manager, the Liaison Assistant will provide support to the mission by assisting the Liaison & Partnership Manager in the administrative part of liaising with Governmental counterparts and stakeholders, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, providing translations and interpretation in order to facilitate coordination tasks in the mission.

S/he will ensure all the relevant administrative dossiers such as INTER SOS annual permit, Project Partnership Agreement(s), international staff' visas and work permits (*and residence permits*) are timely handled in collaboration with the immigration & passport polices & other various governmental institutions

Tasks / Responsibilities / duties:

- Assist the Liaison & Partnership Manager in the context analysis, disseminate relevant context information, regularly inform on key issues, update general information on the context for internal documents, and advise on cultural appropriateness of organisational activities and individual behaviours. At the request of the Liaison & Partnership Manager, prepare and conduct an information briefing focusing on the country context for international staff.
- Support the Liaison & Partnership Manager in:
 - facilitate implementation strategies for ongoing projects by reviewing INTERSOS official letters to NOM and submit those letters to NOM (+ follow-up). Update the INTERSOS teams accordingly.
 - draft Minutes of Meetings, official documents requested by the Government (*yearly reports, bilateral / tripartite Project Partnership Agreements, etc.*).
- Ensure the follow up of relevant administrative dossiers such as the INTERSOS registration in the country, working permits, immigration policies, national protocols, etc.
- Keep good knowledge of governmental counterparts in different governmental administrations.
- Participate in field visit if possible and when necessary.
- Collaborate with the MEAL department, and upon delegation from the Liaison & Partnership Manager, in the establishment of monitoring, evaluation, accountability and learning system for the Liaison activities. Ensure information from our partnership with governmental authorities is recorded and usable by the INTERSOS management during meetings with governmental authorities.
- Contribute to drafting and collecting best practices and lessons learned on Liaison department.
- At the request of the Liaison & Partnership Manager or the Head of Mission, represent INTERSOS in meetings (*NGO, official bodies, administration local partners, authorities, etc...*).
- Participate to regular meetings of Programme department upon Liaison & Partnership Manager request.
- Participate in the production of internal documents (*strategies, country analyses, security analysis, other*) to be shared within the mission staffs, programmes and other departments and support the Liaison & Partnership Manager in keeping the internal documents updated / archived.
- Translate documents and act as an interpreter when needed.
- Perform other tasks assigned by the Liaison & Partnership Manager.
- Conducting internal staff briefing sessions on elements required to draft official letters to Government partners and other Liaison Department purposes.
- Developing recording system to physical and archives of all communications and keeping record on all ongoing and outgoing communications

Requirements:

Work Experience and Education:

- University graduate in international relations, Social Sciences, communication, or any other relevant field. Fresh graduates with high motivation working in the humanitarian sector in Iran strongly encouraged to applied.
- Previous experience working in a humanitarian organisation in Iran would be an asset.
- Previous experience working with government authorities in Iran would be an asset.

General & Technical Competencies:

- Good understanding of all aspects of the programme cycle management - design and development, implementation, and monitoring & evaluation, reporting.

- Excellent verbal & written communication skills in Farsi are mandatory. Strong English writing skills are mandatory for this position. Sound communication skills.
- An excellent team player with good skills in teamwork. Strong team spirit, comfortable in a multicultural environment.
- Driven by transparency and accountability principles.
- Strong analytical skills, observation, flexibility, and negotiation capacity. Practical and problem-solver.
- Pay attention to details and approach his/her tasks in a structured way (*very organised*).
- Ability to plan & anticipate and output oriented (*proactive*).
- Essential computer literacy (*Word, Excel, and Internet*)
- Commitment to the values and principles of INTERSONS.

Regulations:

Safeguarding commitment

- Uphold and promote INTERSONS commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with INTERSONS safeguarding and protection policies, ensure all people who come into contact with INTERSONS are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.

Reviewed by (*Position, Date*): HR Manager, 10 Dec. 2023

Approved by (*Position, Date*): Head of Mission, 10 Dec. 2023

All interested candidates should send a CV and a motivation letter in English (maximum 1 page) to tehran.iran@intersos.org no later than 06th Jan. 2024.

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