

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
Supervises:	N/A
Duty station:	Kerman
Travel:	20%
Project number:	IRFX0000
Duration and type of contract:	3-month probation period-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 HR and admin reports as required by management.
4. Ensure proper filing/archiving of documents.
5. Promote and share ideas for improvement of the support functions.
6. Promote the rights of refugees and displaced in line with the advocacy strategy.
7. Identify and report protection needs and gaps and explore and propose new and safer ways to address needs.
8. Use initiative in day-to-day problem solving in line with agreed procedures, priorities, and standards for the area of work.

Specific responsibilities

- Coordinating recruitment of Area South staff based on internal SOP and minimum standards.
- Responsible for setting inductions and follow up onboarding plan for new joiners in collaboration with HR CO, LMs and induction focal points.

- Maintain compilation of proper individual files for NRC employees at the office level in coordination with the country office and keep the records up to date in Iran Filling tree.
- Proceed with all the administration roles in the area, including AO support for the team's travelling, accommodation, premises, and any related activity.
- Make suggestions for development of integration and cohesion.
- Archiving hard copies of employees' contracts and amendments in a disciplined manner.
- Support area staff in submitting Work Development Plans (WDP) in NRC People
- Assessing required trainings for area staff and communicating it with HR CO, collaborating on holding trainings, workshops, and seminars
- HR Team support for any related matter (Training, Duty of Care counselling, particular need discussion, etc.)
- Capacitated the local partner staff in the HR mandatory process, including the tracking and supervising Health Allowances support agreed upon specific MoU and any related matter.
- Supervision and collection of Partners JDs and contracts when required.
- Provide administrative support to area staff.

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 Country Office
- Area South staff
- Local Partners' counterpart
- Travel and Accommodation Services suppliers

Scale and scope of position

Staff:	N/A
Stakeholders:	Local NGOs, UN Agencies, other INGOs, Governmental bodies N/A
Budgets:	HR Agresso, Excel, NRC People
Information:	Terms of Employment, Code of Conduct, HR Handbooks and Policies
Legal or compliance:	

2. Competencies

Competencies are important for the employee and the organization to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

Generic professional competencies:

- Proven experience in the humanitarian sector is an asset.
- Proven experience of HR/Administration management
- Documented results related to the position's responsibilities.

Context/ Specific skills, knowledge, and experience:

- Proven knowledge and skills related to Human Resources and Administration in the Iran context and labor laws.

- Fluency in English and Farsi, both written and spoken
- Excellent communication and interpersonal skills

2. Behavioural competencies

These personal qualities influence how successful people are in their job.

- Planning and delivering results.
- Working with people
- Communicating with impact and respect
- Coping with change
- Empowering and building trust

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
- The NRC Competency Framework.