



## **TERMS OF REFERENCE (TOR)**

**Position:** Education Assistant

**Location:** Yazd with frequent missions to Isfahan

**Duration:** One year with possible extension (3 months' probation)

**Reports to:** Head of Office (Direct Supervisor)  
Senior Education Officer in Yazd (Technical Supervisor)

**About RI:** Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**RI in Iran:** Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

**Position Summary:** The Education Assistant will be jointly supervised by the above-mentioned line managers. (S)he will facilitate all aspects of activity implementation in the relevant project location ensuring objectives are met and minimum standards are applied.

## **Position Responsibilities and Duties**

### **Key Responsibilities:**

In collaboration with the Field Office and the Senior Education Officer in Yazd/Isfahan, the Education Assistant will:

#### **1. Program Implementation**

- Facilitate the implementation of all Education activities within the scope of the programme in Yazd and Isfahan provinces;
- Participate in community mobilization including the capacity building of partner staff and the training of volunteers;
- Support all project related procurements as per RI's policies and donor standards;
- Facilitate Cash and NFI distributions;
- Support the identification of beneficiaries in collaboration with partner staff;
- Ensure beneficiary access and participation in all project activities.

#### **2. Monitoring, Evaluation and Learning (MEL)**

- Participate in needs assessments and program development activities;
- Support the documentation best practices and lessons learned;
- Support the production of project reports including Impact Assessments and PDMs;
- Conduct regular monitoring of all field activities;
- Archive all project related documents;
- Assist in the collection and entry of all project data.

#### **3. External Communications**

- Maintain relations with project beneficiaries, partners and stakeholders;
- Participate in relevant NGO, INGO, UN and government fora representing RI and its partners if deemed appropriate.

## **Qualifications & Requirements**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast-paced environment.

### **Requirements:**

- University graduate in humanitarian/development studies and/or closely related field to education and teaching;

- Minimum of one year professional experience working in the humanitarian sector preferably with (I)NGOs;
- Experience in working with national partners is an asset;
- Fluency in Farsi with communicative competency in English;
- Ability to work flexible hours;
- Ability to plan and organize work and establish priorities;
- Supports and encourages open communication in the team and facilitates team work
- Ability and willingness to travel extensively to the field
- Strong organizational skills, ability to manage multiple tasks simultaneously, and attention to details.
- Ability to work independently and creatively.
- Empowering and building trust.
- Proficiency in IT especially Microsoft Office.

**Relief International's Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

**We value:**

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration

**If you are interested in this job, please email your cover letter and CV along with RI application form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the Job Title in the subject line.**

**Applications close on 20 October 2020.**

**Only short-listed candidates will be contacted for interview.**