



NORWEGIAN  
REFUGEE COUNCIL

## Job Description

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Position:	Livelihoods and Food Security Officer
Reports to:	Area Manager East
Supervision of:	-
Duty station:	Mashhad
Travel:	up to 50%
Project number:	
Duration and type of contract:	Fixed term contract for one year with the possibility of extension

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The Norwegian Refugee Council (NRC) is an independent, non-profit humanitarian organization. We have established an office in Tehran since January 2012 to support the Government of Iran in the provision of assistance to Afghan and Iraqi communities.

NRC is scaling up Livelihoods and Food Security related interventions such as vocational training, cash transfer programs and food security support. The Livelihoods and Food Security Officer will support this increase in activity under supervision of the Unit Coordinator.

### 1. Role and responsibilities

The purpose of the Livelihoods and Food Security Officer is to implement the Livelihoods and Food Security related projects under supervision of Tehran Office. He/she will also provide input and ideas to the Coordinator with regards to the design and development of projects related to his/her Core Competency within NRC Iran. The following is a brief description of the role.

#### Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated project portfolio according, strategy, proposal, budgets and plan of action
3. Conduct regular needs assessment, M&E visits and where possible inform and involve communities
4. Prepare and develop periodic progress and status reports as required
5. Ensure that projects target beneficiaries most in need
6. Promote and share ideas for technical improvement especially with regards to be targeting and inclusion of most vulnerable beneficiaries
7. Ensure proper documentation of project files
8. Explore partnership options with NGOs, Government, training institutions, UN agencies, and private sector
9. Ensure that procurement, development and distribution of materials and equipment are timely and according to NRC procedures
10. Promote the rights of refugees in line with advocacy strategy

#### Specific responsibilities

- Plan and follow the activities of the project with the team such as field assessments, market price monitoring, and distribution of cash cards

- Conduct regular meetings with beneficiaries, community management committees, local authorities and partners on the cash cards, distribution arrangements, vocational trainings and other relevant issues
- Implement Household vulnerability assessment and provide relevant support if eligible
- Coordinate the implementation of programme components/ activities at the local level, in close collaboration with the communities, partners and local authorities
- Exploring cross-border initiatives in line with labour market needs in Afghanistan
- Contribute in the identification of new projects and new areas of intervention
- Coordinate and communicate with all other NRC's program and support units, as required
- Attend technical cooperation meetings with NRC's counterparts in the CC field, prepare notes and undertake follow-up action and coordination related to project implementation and monitoring

### Critical interfaces

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

- Coordinate field visit and activities with all other Core Competence teams, as well as support units
- Liaise with local authorities, Afghan focal points, Afghan communities and relevant public and private partners at field level

### Scale and scope of position

Staff:	The Livelihoods and Food Security Unit in area central consists of 1 Coordinator, 2 Officers and 1 assistant
Stakeholders:	UNHCR, DRC, Relief Internatioanl; local NGOs; governmental bodies; TVTO, TIT and other training institutes,
Budgets:	Norwegian MFA, EU Funds (ECHO and DEVCO) and other funds
Information:	Responsible for coordinating CC related input required for NRC's GORS as well as other quarterly, interim and final reports as required by donors. Progress and status reports will be prepared and shared with BAFIA. Validated input should be regularly collected from implementing partners.
Legal or compliance:	NRC's Terms of Employment and Code of Conduct Procurement (Services or goods), 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:**

- Minimum 2 year of work experience in a humanitarian or development context
- Strong Technical Core Competency expertise
- Documented results related to the position's responsibilities

#### **Context/ Specific skills, knowledge and experience:**

- University Bachelor's degree in social sciences, development studies, nutrition or other relevant discipline
- Ability to provide high quality technical analysis and assessments
- Ability to produce high quality professional reports in English and Persian within short deadlines
- Knowledge of the refugee context in Iran and Afghanistan



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- Working knowledge of PCM and previous experience with European donors is an asset

## 2. Behavioral Competencies

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.

In addition, NRC's Competency Framework states 12 behavioral competencies, the following are **essential** for this position:

- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment
- Teamwork and 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 Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework