

Job Description

Position:	Livelihoods and Food Security Officer
Reports to:	Sistan and Balouchestan Multi CC Project Manager
Supervision of:	-
Duty station:	Zahedan
Travel:	70%
Project number:	IRFX0000
Duration and type of contract:	End of 2021 with possibility of extension

The Norwegian Refugee Council (NRC) is an independent, non-profit humanitarian organization. We have established an office in Tehran since January 2012, an office in Kerman since 2015, and then an office in Zahedan to support the Government of Iran in the provision of assistance to refugee communities.

NRC is scaling up Livelihoods and Food Security (LFS) related interventions such as vocational training, Business grants, Tools distribution, 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.

All NRC employees are expected to work in accordance with the organisation'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 Livelihoods and Food Security Officer is to implement the Livelihoods and Food Security related projects under the supervision of Sistan and Balouchestan Multi CC Project Manager, with support of LFS Specialist and S&B Field office. He/she will also provide input and ideas to the Multi CC Project Manager 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 in order to improve the quality of the activities
2. Implement Livelihoods and Food Security portfolio according to strategy, proposals, budgets and plan of action
3. Prepare and develop periodic progress and status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist
6. Promote and share ideas for technical improvement especially with regards to targeting and inclusion of most vulnerable beneficiaries
7. Promote the rights of refugees in line with the advocacy strategy
8. Identify and report protection needs and gaps, explore and propose new and safer ways to assist

Specific responsibilities

- Conduct regular meetings with beneficiaries, community management committees, local authorities and partners on the cash cards, distribution arrangements, vocational trainings and other relevant issues
- Coordinate the implementation of programme components/activities at the local level, in close collaboration with the communities, partners and local authorities
- Contribute in the identification of new projects and new areas of intervention in line with labour market needs in Afghanistan
- Investigate and facilitate introduction of new technology, methods and approaches in order to improve the quality of the activities
- Conduct regular needs assessment, M&E visits and where possible inform and involve communities
- Explore partnership options with NGOs, Government, training institutions, UN agencies, and private sector
- Ensure that procurement, development and distribution of materials and equipment are timely and in accordance with NRC procedures and proper documentation of project files

Critical interfaces

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

- Project planning: CC Specialists, Multi CC Project Manager, Area Manager
- Area operations: Multi CC Project Manager, Area Manager, Support Unit, other CC officers
- Implementation: Multi CC Project Manager, Area Manager, CC Specialists, Protection and Support Team

Scale and scope of position

Staff:	n/a
Stakeholders:	Governmental bodies including BAFIA, DoE, DoH, TVTO, Municipalities; UNHCR, INGOs, local NGOs, civil society, Shoura members, project contractors and suppliers, and other training institutes.
Budgets:	Norwegian MFA, EU Funds (ECHO and DEVCO) and other funds
Information:	GORS, Agresso, O365, 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, 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:

- Minimum 2 year of work experience in a humanitarian or development context
- Documented results related to the position's responsibilities
- Fluency in English and Persian, both written and spoken

Context/ Specific skills, knowledge and experience:

- University Bachelor's degree in social sciences, development studies, Business studies, nutrition or other relevant discipline
- Ability to produce high quality professional reports in English and Persian within short deadlines
- Knowledge of the refugee context in Iran and Afghanistan
- Capacity to work with project database (such as distribution and beneficiary lists)
- Previous working experience in Sistan and Balouchestan province and with the local communities will be considered as a plus
- Experience responding to natural disasters will be a plus

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
- Working with people
- Communicating with impact and respect
- Analysing
- Coping with change
- Initiating action and 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 individual Work- and Professional Development Plan
- The Competency Framework