

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:	Integrated Programming Technical Coordinator
Grade:	7
Reports to:	Head of Programmes
Supervision of:	None
Duty station:	Tehran, Country Office
Travel:	40%
Project number:	IRFP0000
Duration and type of contract:	Fixed-term until the end of 2021 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 role of the Integrated Programming (IP) Technical Coordinator is to develop and maintain the tools and processes for assessments, analyse the data collected through assessments, and provide technical leadership to the IP team in the Area Offices. The IP Technical Coordinator will contribute to quality programming through supporting access to and use of relevant and timely information for evidence-based decision making. The person is supposed to keep the assessment tool and methodology updated in light of the programmatic changes, to provide information and insights for strategic decision making based on the collected data on the needs of households.

Generic responsibilities

1. Adherence to NRC policies, guidance and procedures
2. Support and contribute to the development and use of integrated, harmonised vulnerability assessment tools, developing SOPs and guidance.
3. Contribute to programme design proposal discussions and learning moments through provision of updated and relevant data and evidence.
4. Contribute to organisational learning through supporting specific analysis, lessons learned and reports.
5. Support and technically lead the IP / CVAT staff in Area Offices in establishment and use of integrated assessment tools.
6. Capacity building and training of programme and IP / CVAT staff on assessment and case management areas.
7. Provide regular reports to Senior Management
8. Lead on the integrated programming initiatives in Iran Country Office with links to the global IP strategies and approaches.
9. Promote the rights of refugees and displaced in line with the advocacy strategy
10. Ensure that key learnings are extracted from operations and incorporate them into program strategy and staff development processes.

Specific responsibilities

- Developing processes and procedures related to assessment, including standardizing tools across area offices and coordinate on reviewing tools and scoring system based on programme specifications; clearly documenting and communicating procedures and processes
- Overseeing the information management system used by the IP /CVAT Team, conducting quality checks of the data, ensuring data is stored on NRC Iran beneficiary database, data is inputted efficiently, and according to GDPR regulations
- Identifying requirements for data management in new systems (e.g. Core) and work closely with the Information Management Officer to provide inputs on improvement of the data management tools
- Liaise and collaborate with Core Competencies Specialists to ensure an adequate transfer of collected information, proper referrals and follow up meetings
- Analysing the assessment data collected by IP /CVAT and Programme teams, developing quality reports, presenting data to support programme design and evidence-based decision making
- Communicating with a range of internal and external stakeholders related to the assessment process and liaise with Advocacy and Comms colleagues to produce private advocacy report
- Providing support, capacity building, and feedback on technical issues to the IP / CVAT team and the CC assistants responsible for conducting assessments, including training in assessment process to officers and technical assistants
- In collaboration with the Head of Programme, contribute to NRC Global Integrated Programming discussion, by feeding NRC Iran experience into Global learning. This may include participation to Global events (on-line and in person), attending IP technical working group representing NRC Iran

Critical interfaces

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

- Head of Programme
- Programme team including CC Specialists and M&E Unit
- IP /CVAT team
- CC Assistants in AOs
- Integrated Programming team in HO
- IM Officer
- Global Integrated Programming Team

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 for this position:

- At least 3 years' experience in an international NGO preferably in an emergency or post-conflict setting, including M&E, assessment, data analysis

- Thorough experience with and knowledge of principles and current approaches to assessment process in relief and development programs, using both quantitative and qualitative methods
- Understanding of data and information needs for program management and decision making
- Experience in facilitating the capacity building efforts of diverse colleagues, including local partner agencies
- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and other formal and non-formal methods
- Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- Experience using SPSS, STATA, Epi Info, or R

Context related skills, knowledge and experience:

- Good communication and interpersonal skills
- Strong organisational and team working skills
- Good cultural awareness and sensitivity
- Knowledge of programming in humanitarian and development organisations, with an understanding of integrated programming approaches
- Advanced English Language level (Business English is a plus)
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
- Good level of proficiency in Windows Excel and quantitative analysis (SPSS preferred)
- Proven presentation, training and facilitation skills

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Strategic thinking
- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Analysing
- Handling insecure environments

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