



## TERMS OF REFERENCE

**Position:** ECHO Grant Assistant

**Location:** Tehran, Iran (with travel to areas within Iran)

**Duration:** One year, with possibility of extension

**Reports to:** ECHO Grant Coordinator

**About RI:** Relief International 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. In 2020, RI delivered assistance to over 500,000 beneficiaries in Iran.

### **Position Summary:**

Based in the RI Iran country office in Tehran, the ECHO GRANTS Assistant is responsible for supporting the ECHO Grants Coordinator with a specific focus on ECHO funded grants.

### **Position Responsibilities and Duties**

#### **Implementation of Emergency Response Activities:**

- Adhere to RI policies, tools, handbooks and guidelines;
- Actively participate in monthly planning for humanitarian/ emergency activities and weekly reviews of achievements and constraints; and provide feedback accordingly;
- Work together with the MEAL team to receive the last updates on the project achievements including contribution to the analysis of MEL data with the support of ECHO Grant Coordinator;

- Support the ECHO Grant Coordinator in: Drafting activity reports for donors as well as status reports when required
  - Developing SOPs for the humanitarian program;
  - Organizing and maintaining proper filing regarding grant documentation, including reports and correspondence, etc.;
  - Ensuring all distributions are done in a timely and effective manner;
  - Coordination of program activities with all other sectors and departments
  - Identifying capacity building needs in the program team;
  - Monitoring activities for all Humanitarian Programs;
  - Monitoring, tracking, and processing programmatic close-out actions;
  - Maintaining activity calendars and team schedules;
  - Organizing regular team meetings or calls, sending out reminders, and/or developing agendas;
  - Drafting letters to BAFIA;
  - Required arrangements for missions with Operation team;
- Participate in field visits to monitor implementation of projects;
- Attend meetings and events on behalf of the team in a note-taking or administrative support capacity;
- Fulfill any additional administrative functions, as assigned.

#### **Qualifications & requirements:**

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

- Bachelor's degree with major course in humanitarian or development aid, public administration, or a related field or at least one (1) full-time year of work experience, including internships in humanitarian context, with proven ability in a position requiring the technical, planning, organizational and communications skills necessary to accomplish the job;
- Excellent verbal and written skills for communication and reporting in both Farsi and English;
- Ability to work flexible hours;
- Ability to plan and organize work and establish priorities;
- Ability to support and encourage open communication in the team and facilitates team work;
- Proven experience working in a humanitarian/recovery context;
- Previous experience from working in complex and volatile contexts;
- Ability and willingness to travel extensively to project locations;
- Strong organizational skills and ability to manage multiple tasks simultaneously and attention to details;
- Ability to work independently and creatively;
- Excellent computer skills (i.e. Microsoft Office);
- Ability to plan and deliver results;
- Ability to empower and build trust;
- Communication with impact and respect.

#### **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
- Sustainability

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

**Applications close on 15<sup>th</sup> April 2021.**

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