



NORWEGIAN  
REFUGEE COUNCIL

## Job Description

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Position:	Livelihoods and Food Security Officer
Reports to:	Multi CC manager
Supervision of:	-
Duty station:	Mashhad
Travel:	up to 50%
Project number:	
Duration and type of contract:	Until 31 December 2021, with the possibility of an 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 communities.

NRC LFS teams will contribute in securing people's ability to access sufficient, safe and nutritious food, achieve self-sufficiency and participate in economic activities. We do our best for people we serve, that are appropriately equipped to secure decent employment and income opportunities that strengthen self-reliance, well-being and household food security. LFS Teams explore ways which would engage refugees in business practices that produce demand driven, marketable and affordable goods and services, add value to the local economy and promote sustainability. The Livelihoods and Food Security Officer will contribute to this aim under supervision of the Multi CC manager.

### 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 Mashhad Office. He/she will also provide input and ideas to the Multi CC manager with regards to the design and development of projects related to his/her Core Competency (CC) 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 being 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 the 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\ interviews with beneficiaries, community management committees, local authorities, and partners on the cash cards, distribution arrangements, vocational training, 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 labor market needs in Afghanistan
- Contribute to 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 the field level

### Scale and scope of the position

Staff:	The Livelihoods and Food Security Unit in area east consists of 1 Officer and 1 assistant
Stakeholders:	UNHCR, Relief International; local NGOs; governmental bodies; TVTO, TiT, and other training institutes,
Budgets:	NA
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 organization 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:**

- At least 3 years of working experience and engagement in any of business planning, business model design, start-up development and vocational training, preferably in humanitarian sector
- Experience in projects related empowerment of community and self-reliance of vulnerable families is an advantage
- University bachelor's degree preferably in development studies, Social sciences, Entrepreneurship, Economy, marketing, Business Administration or other relevant disciplines



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- Interested in working in deprived areas for vulnerable families
- Documented results related to the position's responsibilities
- Knowledge of the refugee context in Iran and Afghanistan

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

- Excellent communication and interpersonal skills
- Fluency in English and native proficiency in Persian, written and spoken
  
- Ability to provide high-quality technical analysis and assessments
- Ability to produce high-quality professional reports in English and Persian within short deadlines
- 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
- Coping with change
- Analyzing
- Communicating with impact and respect
- Working with people

**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 NRC Competency Framework