



TERMS OF REFERENCE

- Position:** Education Officer - Tehran
- Location:** Tehran, Iran (with Travel to Alborz and other nearby provinces as required)
- Duration:** One Year including 3 months' probation period (with possible extension)
- Reports to:** Head of Office (Direct Manager)
Education Advisor (Technical Manager)
- 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 believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.
- 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.

Position Summary: The Education Officer will be jointly supervised by the above-mentioned line managers. (S)he will implement all aspects of programming in the relevant project location ensuring objectives are met, indicators and targets are achieved, MEAL is carried out, and minimum standards are applied. (S)he will lead in community outreach and partnership engagement in addition to supporting advocacy and liaison matters.

Key Responsibilities:

In collaboration with the Field Office and the Education Advisor and with the support of the Education Assistant in Tehran, the Education Officer will:

Program Implementation

- Implement Education activities within the scope of the programme in Alborz and Tehran province, with ad-hoc provinces being managed from Tehran field level;



- Work in collaboration with the Education Team across target locations, sharing best practice and lessons learned;
- Support the community mobilization including the capacity building of partner staff and the training of volunteers;
- Facilitate all project related procurements as per RI's policies and donor standards;
- Lead on Cash and NFI distributions relevant to project activities;
- Ensure all education activities are in line with the relevant authority regulations and that the necessary approvals/permissions are in place;
- Participate in government and partner meetings, ensuring messages are disseminated appropriately.

Monitoring, Evaluation and Learning (MEAL)

- Participate in needs assessments and program development activities;
- Document best practices and lessons learned;
- Assist in the analysis of the project evaluation results;
- Produce project reports including Impact Assessments and PDMs;
- Conduct regular monitoring of all field activities;
- Supervise the collection, entry and analysis of all Education project related data in collaboration with the MEAL Team;
- Review all project data on a regular basis ensuring the Education Database and internal/external databases are correctly managed.

External Communications

- Maintain relations with project beneficiaries, partners and stakeholders;
- Contribute to official communications with provincial authorities;

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that may be assigned from time to time.
- Perform other duties that may be assigned from time to time.

Qualifications and Requirements:

- University graduate in humanitarian/development studies and/or closely related field to education and teaching;
- Proven minimum of three years professional experience working in the humanitarian sector preferably with (I)NGOs;



- Proven communication and representation skills;
- Ability to work under pressure, within a team, under own initiative and with little supervision;
- Organized, flexible and good at multi-tasking;
- Good writing skills including writing clear and well-argued assessments;
- Cultural and gender sensitivity, adaptability;
- Fluency in both Farsi and English writing and speaking.
- Experience in working with national partners;
- Proficiency in IT especially Microsoft Word and Excel;
- Willingness to travel across project locations.

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

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|-----------------------------------|------------------|
| • Inclusiveness | • Collaboration |
| • Transparency and accountability | • Sustainability |
| • Agility and innovation | |

How to apply:

If you are interested in this job, please email your cover letter and CV in English together with [RI application form](#) to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line.

Applications close on 3 August 2021.

Due to limited resources, only short-listed candidates will be contacted.

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.