

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:	Shelter-WASH Officer
Reports to:	Multi CC project Manager
Supervision of:	-
Duty station:	Mashhad
Travel:	70 percent
Project number:	

Duration and type of contract: until end of 2021. With the possibility of Extension.

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 a shelter-WASH Officer position is day to day implementation of the shelter/WASH (Water, Sanitation and Hygiene) Projects.

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 delegated CC project portfolio according to plan of action
3. Prepare and develop 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, methods and approaches and contribution to the development of materials and programmatic tools
7. Promote the rights of refugees and displaced 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

1. Assist as necessary in the preparation of gap analysis, proposals, budget utilization reports and other relevant documentation ensuring accuracy and consistency with NRC's rules and regulations
2. Contribute to the preparation of technical drawings and specifications for the implementation of Shelter/WASH activities
3. Conduct regular needs assessments including joint school assessments with the Education CC to determine the needs for school rehabilitation
4. Contribute to calculate the bill of quantities (BoQ) and preparation of cost estimations aligned with standards and within the allocated budget
5. Conduct quality control and provide technical support to NRC's contractors
6. Support NRC Logistics and Finances Department preparing the required documents for tendering processes for the implementation of Shelter/WASH activities (e.g. procurement of materials and contracting suppliers)
7. Monitor progress of construction works and document when a contractor has met a threshold and contribute in the process related to documentation of discrepancies or certificate of completion
8. Conduct community mobilization and beneficiary selection activities to ensure that Shelter and WASH services and delivered targeting beneficiaries most in need of protection
9. Hand over services to beneficiaries (including shelter, NFIs, Hygiene Kits, and handover of construction or rehabilitation of schools and community buildings) including reconciliation of deliverables
10. Provide input in the development of monitoring tools and use them to constantly observe and report on quantity and quality of implemented work

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 Coordinators, 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, DRES, Municipalities; UNHCR, INGOs, local NGOs, civil society, Shoura members, school principals, project contractors and suppliers
Budgets:	n/a
Information:	Periodic progress reports, Bill of Quantities, Cost estimations, Monitoring reports, Field visit/Needs Assessment reports, Minutes of the meetings.
Legal or compliance:	Term of Employment, National civil codes and standards, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct.

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:

- University degree in Civil Engineering / Architecture
- At least 3 years of work experience with similar responsibilities in Shelter and WASH activities including Construction or rehabilitation works or supervision.
- Previous work experience in complex and volatile contexts, preferably working with Gov. bodies
- Fluency in English and Persian, both written and spoken
- Ability in related software such as AutoCAD, MS project and Microsoft Office
- Experience working with NGO/INGO will be a plus
- Experience in community mobilization will be a plus
- Experience responding to natural disasters will be a plus
- Certification from the Iranian Construction Engineering Organization (CEO) on Designing / Calculation, Monitoring and or Construction (grade 3 to 1) is a desirable qualification

Context/specific skills, knowledge and experience:

- Ability to produce good quality reports in English and Persian within tight deadlines
- Skilful in negotiation with wide range of stakeholders with different interests, including contractors and camp managers
- Comprehensive construction capabilities ensuring an effective onsite technical monitoring
- Ability to provide technical solutions to address probable shortcomings in contracts, work implementation, etc. through drafting work orders, contract amendments, etc.
- Basic knowledge of Iranian labor law, taxation regulation and contract and project cycle management
- Capacity to work with project database (such as distribution and beneficiary lists)

2. Behavioural competencies:

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

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Analysing
- Coping with 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