



## TERMS OF REFERENCE

**Position:** Administrative and Liaison Assistant

**Location:** Tehran, Iran (field travel may be requested by the supervisor)

**Duration:** 1 year with possible extension (3-month probation)

**Reports to:** Liaison 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:**

Under the RI Liaison Manager's supervision, the Administrative and Liaison Assistant works towards achieving the Liaison Unit objectives and plans. As part of the RI Liaison Team, she/he effectively contributes to ensuring all Unit's activities adhere to RI policies as well as internal processes and procedures. The Administrative and Liaison Assistant is responsible for implementing delegated tasks and promoting ideas that would contribute to strengthening the Liaison Unit's function.

The Administrative and Liaison Assistant is accountable for ensuring effective communication and collaboration with other Units/Field Offices. She/he is responsible for required assist preparing status reports, proper filing and documentation of all Liaison Unit's activities with due consideration to records management principles.

### **Position Responsibilities and Duties:**

- Maintain a physical and digital archive of all incoming and outgoing communications with national-level (at Country and Filed levels) governmental and non-governmental authorities and other stakeholders;
- Establishing Liaison Archive of all incoming and outgoing communications going back to previous years;
- Assist in maintaining relevant Records/Logs for all Liaison Unit activities with report generating features;
- Assist in compiling monthly and ad hoc reports as required by the Liaison Manager;
- Conduct all administrative procedures for international employees and visitors as Focal Point to the Immigration and Passport Police;
- Assist with drafting and submitting official correspondence to national-level stakeholders;
- Support internal follow-ups to compile required BAFIA reporting – including but not limited to the mission and quarterly/annual reports;
- Assist with monitoring the humanitarian context to highlight developments relevant to the work of RI Iran;
- Assist with the harmonization of all communications and translations across RI to ensure consistency and credibility of all documents;
- Assist with developing and implementing internal tools and systems related to the liaison function;
- Assist with developing content related to training and capacity building sessions and briefings for RI staff and visitors.

### **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 maybe assigned from time to time.
- Perform other duties that may be assigned from time to time.

### **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 in Administrative Affairs or related fields is an asset

- Minimum 2 years of work experience relevant for the position
- Experience working with a national NGO or international NGO, or UN is an asset
- Experience working as a support function within a Humanitarian/Emergency Response context is an asset
- Experience working within a refugee context is an asset
- Documented results related to the position's responsibilities
- Proficiency in English and Persian languages, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint, in particular)
- Ability to plan and operate independently and ensure delivery of results
- Excellent interpersonal and communication skills
- Ability to work in a highly organized and efficient manner
- Ability to work under pressure and adapt to a fast-paced environment

#### **RI 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*

#### **How to apply:**

If you are interested in this job, please email your cover letter and CV in English together with your **RI Application** to [tehran@ri.org](mailto:tehran@ri.org) and mention the <Job Title\_FULL NAME> in the subject line.

**Applications close on 24 October 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.