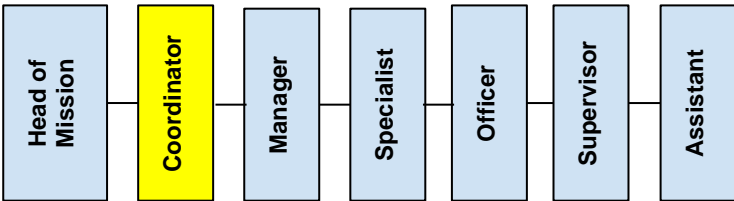


# Job Description Form

## NATIONAL POSITION

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|--|--|
| <b>Job Title:</b>                                      | <b>Program Coordinator</b>   |
| <b>Department/Unit:</b>                                | Program  |
| <b>Duty Station:</b>                                   | Tehran   |
| <b>Contract Duration &amp; Expected Date of Start:</b> | One year with the possibility of extension<br>The incumbent is potentially expected to start as of 1 <sup>st</sup> Dec. 2023   |
| <b>Reports to:</b>                                     | (Hierarchical / Direct line manager): Head of Mission<br>(Functional / Technical Manager): Regional Director   |
| <b>Type of Position:</b>                               | Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/>   |
| <b>Grade: 10</b>                                       |  <pre> graph TD     A[Head of Mission] --- B[Coordinator]     B --- C[Manager]     C --- D[Specialist]     D --- E[Officer]     E --- F[Supervisor]     F --- G[Assistant]             </pre> |

### About INTERSOS:

INTERSOR is a humanitarian organization on the front-line of emergencies, bringing assistance to victims of armed conflicts, natural disasters, and extreme exclusion with particular attention to the protection of the most vulnerable people. Since 1992 our humanitarian workers have been helping people affected by humanitarian crises: we provide first aid, food, shelter, medical assistance, and basic goods. We ensure that basic needs, such as education, access to clean water and health assistance are met.

### INTERSOR in Iran

Following the Taliban retaking power in Afghanistan in August 2021, which has created a sudden high influx of Afghan nationals in Iran, INTERSOR decided to assess opportunities to establish its presence in Iran. INTERSOR obtained the approval from the Government of Islamic Republic of Iran for the establishment of its presence in Tehran - Iran in October-November 2021 and started conducting its joint-activities in June 2022. INTERSOR activities in Iran mainly focus on the health/medical sector and how to support the existing health system coping with the high number of new refugees and its impacts on local Iranians. In addition, some social activities around people with disabilities and children were linked to the medical activities.

### Main Purpose/ Job Summary:

Support the Head of Mission in the development, definition, and management of the mission program in accordance with INTERSOR strategies, plans and policies.

Lead the development of new project concept notes and proposals in collaboration with the Iran mission team and HQ (Headquarters).

Supervise, coordinate, and provide quality support to Project Managers / Programme Managers in order to develop and implement the program in Iran. The Programme Coordinator is a member of the SMT (Senior Management Team) Iran mission.

## Tasks / Responsibilities / duties:

### Strategy and representation

- Support the Head of Mission and SMT in the development, implementation and evaluation of the Iran mission strategy, program, and quality of projects in line with INTERSONS Iran country strategy, policies and guidelines. Provide updated information, inputs, and recommendations for new and ongoing interventions in Iran.
- In coordination with the technical referents in the mission and the Regional Coordinator, lead the design and development of potential new funding opportunities including the drafting of new project concept notes/proposals (narrative sections) and contributing to the budget development / preparation.
- Conduct regular context analysis (country's socio-economic situation, donors' trends, needs and gaps) in order to identify funding opportunities. Is accountable for adequately studying data collected from the field / secondary sources and detect population's needs to translate the strategic macro-objectives into concrete actions. Analyze the anticipated consequences of any intervention of INTERSONS, evaluating risks and constraints and setting priorities.
- Collaborate with the Head of Mission to actively engage and coordinate with the relevant national and local authorities in accordance with INTERSONS registration / legal status in Iran.
- In coordination with the Head of Mission, establish and maintain collaborative relations with relevant donors, project stakeholders, local partners and other organizations working in Iran. Develop strategic partnerships with local organizations and stakeholders as needed and when possible.
- In collaboration with the Head of Mission and technical referents in the mission, proactively participate and represent INTERSONS in meetings with relevant donors and stakeholders.
- Support the SMT in maintaining productive working relationships within different coordination fora (clusters, working groups, etc.) at national level.

### Implementation, reporting and quality control

- Supervise and keep updated projects' work plans and related financial plans with the contribution of Project Managers, Finance team, and relevant other team members. Prepare high quality narrative reports reflecting the progress and status of projects in a transparent, timely, and professional manner.
- In coordination with all other departments, ensure the smooth running of operations and support the implementation of the program strategy.
- Provide guidance and support to the Project Managers/Programme Managers in project management and project cycle, work planning, activities implementation and monitoring, budget management and all operational and managerial aspects. Support in the evaluation of the implemented projects and draw lessons learnt with our local partners.
- Monitor the level of progress achieved by each project. Supervise, plan, monitor, evaluate, and ensure the quality of work and the achievement of high standards in terms of design, implementation, and evaluation.
- Lead the kick-off planning and final review meetings for each project.
- Guarantee the application of INTERSONS procedures and compliance to donor policies, including procurement procedures, reporting, etc., in collaboration with the Head of Mission and the Regional Coordinator.
- Contribute to address in a timely manner all comments by donors (on proposals, reports, and other) in liaison with relevant Iran mission staffs and HQ.
- Collaborate with various departments, including Finance, Logistics, MEAL, HR, and SMT, in the development of fundraising documents.
- Ensure that contractual obligations and reporting deadlines are known and met by all departments.
- Inform relevant staff on issues identified and seek the Head of Mission / HQ advice on potential solutions that would meet donors' compliances.

- With the support of the Country Finance Coordinator, supervise the management of budgets in line with donors and INTERSOS guidelines, supporting budget and program revisions when needed.
- Organize regular program meetings at mission level.
- Follow-up expenditures through monthly program review meetings and financial expenditure reports prepared by the Finance department.
- Support the Head of Mission and MEAL department in the set up and implementation of the projects' MEAL plans and activities.
- Provide supervision and feedback on the monthly Project Appraisal Tool (PAT).
- Guarantee the management and regular update of IMP projects sections – web-based platform used by INTERSOS (IMP – INTERSOS Management Platform).

## HR management

- Responsible for leading, supporting and supervising the Programme Managers / Project Managers strengthening their capacities and ensuring a regular evaluation through the Internal Review Process (IRP) tools. Provide coaching, identify training needs, and evaluate the staff under his/her hierarchical direct supervision.
- In collaboration with the HR department and the Head of Mission, support the recruitment of new staff in Iran.
- In collaboration with the HR department, ensure that Programme Managers / Project Managers respect INTERSOS rules and regulations and adhere to INTERSOS Fundamental Charter Values and Code of Ethics.

## Requirements:

### Work Experience and Education:

- BA in International Affairs, Development, International Political Economy or other relevant field – Master's degree an advantage.
- Minimum eight years' experience in coordinating / leading projects in Iran – previous humanitarian aid project management in Iran an asset but not compulsory.

### General & Technical Competencies:

- Ability to manage a diverse range of technical / managerial teams.
- Strong knowledge of proposal development and financial management.
- Experience working with major grants and international donors is an asset.
- Desirable experience in managing integrated projects.
- Essential computer literacy (Word, Excel, and Internet).
- Mission essential languages: **a)** Native Iranian (Persian language), **b)** Fluent in English.
- Good organizational and planning skills.
- Leadership, team management and cooperation.
- Behavioral flexibility.
- Negotiation and decision-making skills.
- Diplomatic, patient, and good communication skills.
- Ability to take initiative and work independently.
- Understanding of humanitarian operations principles, standards, and best practices is a strong advantage.

## Regulations:

### Safeguarding commitment

- Uphold and promote INTERSOS commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with INTERSOS safeguarding and protection policies, ensure all people who come into contact with INTERSOS 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.

**Reviewed by** *(Position, Date)*: **HR Manager, 26<sup>th</sup> Sept. 2023**

**Approved by** *(Position, Date)*: **Head of Mission, 26<sup>th</sup> Sept. 2023**

**All interested candidates should send a CV and motivation letter - both in English- to [tehran.iran@intersos.org](mailto:tehran.iran@intersos.org) no later than the 14<sup>th</sup> of Oct. 2023**

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