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: | ICLA Field Coordinator, South Lebanon |
| Reports to: | ICLA Project Manager, South Lebanon |
| Supervision of: | ICLA Information Field Officers |
| Duty station: | Tyre, South Lebanon |
| Travel: | Frequent travel throughout the South |
| Category & Level: | |
| Duration of contract: | 6 months (with possible renewal) |

All NRC employees are expected to work in accordance with the organization’s values: dedication, innovation, inclusivity and accountability are attitudes and believes that shall guide our actions and relationships.

1. Role and responsibilities
The following is a brief description of the role.

Generic responsibilities

1. Budget and administrative responsibility for geographic and/or thematic areas as within the ICLA project identified by the ICLA PM.
2. Responsible for implementing ICLA projects in the South and ensure high technical quality consistent with ICLA Lebanon strategies and synergies with other core competencies.
4. Support development, management and monitoring the budget(s) according to Financial Handbook and donor requirements.
5. Monitor, evaluate and suggest changes and improvements in the project and materials based on observations and discussions with the ICLA field team, ICLA PM and ICLA technical team.
6. Contribute to the development of ICLA country and South strategy, action plan and activities plan and priorities.
7. Ensure adherence to the ICLA tools and handbooks and other NRC policies.
8. Represent ICLA and NRC in internal and external fora in the South, develop partnerships in the humanitarian community in the South and coordinate with authorities at local level.

Specific responsibilities

- Provide oversight for the ICLA response in the South, including through outreach associated work throughout the South of Lebanon.
- Provide supervision of ICLA staff members in the South in close coordination with the ICLA PM and South Area Manager.
With ICLA team, identify appropriate locations for ICLA outreach work and establishment of outreach activities

Prepare work plans for ICLA programme in the South

Oversee implementation of the ICLA programme in the South in accordance with ICLA strategy, work plans, spending plan and M&E plan of ICLA projects in South Lebanon.

Document technical issues and questions and report to the ICLA PM with suggested ways of addressing them.

Assist with standardisation of NRC protection and information response (including upholding structure, methodology and procedures) in the South and, as relevant, throughout Lebanon.

Provide support, including technical and daily, to the ICLA team in the South, in close coordination with the ICLA PM and identify training needs of ICLA team.

Work in team with relevant NRC staff to design, plan and coordinate activities at the Community Centres, Shelter beneficiary locations, outreach and related activities.

Provide support and guidance to ICLA focal points (legal focal points, service mapping focal point, referral focal point, HLP focal point) and the development and update of referral mechanisms and service mapping

Constantly monitor and follow-up on the quality of ICLA services provided

Receive technical input from ICLA Lebanon team.

Perform any other task as assigned by ICLA PM

**Reporting**

Report weekly & monthly (or more often, if required) on activities and results to the relevant NRC staff in a timely manner.

Maintain archiving system up to date (both in hardcopies and electronically).

Assist in designing the needed forms, questionnaires and other templates.

Oversee use of ICLA database and template documentation by all ICLA team in the South.

**ICLA/Protection activities**

In collaboration with the ICLA Assessments Officer:

- Keep record of results of assessments; analyse results and prepare report on protection needs.
- Identify and assess main protection and information needs of target communities
- Prepare documents containing legal and related information for target communities.
- Conduct information and counselling sessions for beneficiaries in the Centres and in the course of outreach work (including mobile information clinics).
- Assist in the sensitisation of the Syrian and host communities on the existing activities offered at the Centre.
- In collaboration with the Legal Field Officer, participate in oversight of legal consultants (ICLA lawyers) providing legal assistance.

**Coordination**

- Hold regular meetings with ICLA team and other NRC core competencies.
- Work cooperatively with the beneficiaries and other relevant stakeholders to strengthen the project, including identifying key members of the refugee and host community for information dissemination.
- Assist in providing information to and cooperation with community representatives and relevant authorities.

**Critical interfaces**

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- NRC Shelter, WASH, Education teams
• ICLA Small Shelter Unit Team (SSU)
• Monitoring and Evaluation Officer, South
• Assist in strategic review; monitoring and evaluation activities and identification of other relevant ICLA activities
• Maintain excellent working relations with all partners; beneficiaries and other relevant stakeholders.

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:
• Minimum 3 years experience from working as a Project Coordinator/Supervisor in a humanitarian/recovery context
• Experience in legal and/or protection work.
• Experience in providing information and counselling services (desirable).
• Experience in community sensitisation/mobilization (desirable).
• Ability to work under pressure
• Documented results related to the position’s responsibilities
• Demonstrated leadership skills
• Fluency in English, both written and verbal

Context/Specific skills, knowledge and experience:
• Proven experience of successfully managing a team
• Providing on-the-job coaching

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies, and the following are essential for this position:
• Planning and delivering results
• Managing resources to optimize results
• Managing performance and development
• Empowering and building trust
• 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 Mid-term/End-of-trial Period Performance Review Template
• The End-term Performance Review Template
• The NRC Competency Framework