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: CC (CM/UDOC) Programme Development Manager
Grade: 9
Reports to: Area Programme Manager
(dotted line to Head of Programmes)
Supervision of: CC (CM/UDOC) projects staff (PMs/PCs)
Duty station: Ninawa
Travel % 30%
Project number: IQFX0000
Duration and type of contract: 12 months

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

1. Role and responsibilities
The purpose of the CM/UDOC Program Development Manager is to be responsible for the design, development and implementation of the CCCM/UDOC programme/project in a small and medium size Country Operation or a start-up/small Core Competency in a large country. This role can only be added when the country programme is not large enough to have both CCCM/UDOC Specialist and CCCM Project manager.

The following is a brief description of the role.

Generic responsibilities
These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Develop CCCM/UDOC strategy, technical SOPs / guidelines and Macro LFAs
2. Compliance and adherence to NRC policies, CCCM/UDOC tools, handbooks and guidelines
3. Responsible to develop and manage funding proposals, project budgets and donor reports
4. Line manage project staff in Ninewa AO
5. Coordinate and manage CCCM/UDOC project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
6. Liaise and collaborate with relevant local and national authorities and stakeholders and represent NRC in relevant forums/cluster/working groups.
7. Ensure capacity building of project staff in all AOs and transfer key skills; support nationalisation strategy
8. Promote the rights of IDPs/returnees in line with the advocacy strategy

Specific responsibilities
These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Line manage CM and UDOC PCs at AO level in Ninewa.
- Responsible of CM and UDOC project implementation as per NRC and donor rules, regulations and policies.
- Ensure high quality proposals and donor reports are produced.
- Lead the CM and UDOC strategy & MLFA development and revisions.
- Lead field assessments and contingency planning.
- Coordinate with other Core Competencies for synergies and integrated programming.
- Plan for a proper phase out and contribute to the durable solutions discussions/initiatives.
- Design and develop programme approaches and activities that can be piloted and expanded to other NRC locations in Iraq
- Higher-level programme development both within the organisation and with external stakeholders
- Ensure a capacity building approach and concrete plans are set for PCs and national staff in all AOs
- In close coordination with the Advocacy Manager, articulate concerns and organise relevant evidence pertaining to CM that contribute to the NRC’s advocacy efforts for Iraq
- Participate in external coordination meetings relating to CCCM, CRCs, and relevant technical working groups
- Provide regular progress reports to the Area Programme Manager for Ninewa and the Head of Programmes

**Critical interfaces**

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

- Strategy and project planning: Core Competencies Advisers in HO
- Area operations: Area Manager & Area Program Manager Ninewa
- Programme development: Core Competencies section (HO Oslo), Head of Programme
- Proposal development: Head of Programmes, Grants Manager, Area Managers, Area Program Managers, Project Managers
- Quality control: Head of Programmes, M&E
- Support: Area Manager, Finance Manager
- Capacity development: CM/UDOC PCs and PMs, Area Managers, Area Program Managers

**Scale and scope of position**

**Staff:** Numbers and titles of staff directly managed by the postholder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit (e.g. 2 PCs, 4 project officers and 8 assistants, 14 staff in total)

**Stakeholders:** Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)

**Budgets:** currently one project with around 2.45 million Euros

**Information:** Responsible for the following information sources - GORS, Agresso

**Legal or compliance:** All contractual terms and conditions as well as procedures as stated by the donors that fund CM.

All required NRC policies relating to support services, procedures

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:**
- Minimum 3 years of experience from a senior level project implementation position in a humanitarian/recovery context
- Experience from working in complex and volatile contexts
- Technical CCCM expertise
- Documented results related to the position’s responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal
- Valid driver’s license

**Context/ Specific skills, knowledge and experience:**
- Knowledge of the context in Iraq
- Direct experience with CM programmes is essential
- Based in Mosul with frequent travel across Iraq
- University Degree (Master) degree in a related discipline;
- Capability to establish good and respectful relationship with other actors;
- Able to train and manage teams (to listen, advise, support, solve conflicts, motivate, etc.);
- Experience in financial, asset and human resources management, budgeting and administration;
- Proven skills and experience in successfully managing field teams and distributions;
- Excellent knowledge of humanitarian principles and their application in high-risk environments marked by the presence of armed actors;
- Patience, good personal organization, good communication and ability to work in teams, seriously, rigorously and personal accountability
- Ability to work under time pressure, in demanding setting, with limited resources, independently and with limited supervision
- Experience in conducting, organizing and managing conducting needs/vulnerability assessments and beneficiary selection processes.
- Ability to prioritize needs and carry out multiple tasks simultaneously
- Advanced computer skills, especially in Word and Excel. Knowledge of Microsoft Project is a plus.
- Proficiency in spoken Arabic is an asset
- Experience with participatory fieldwork, methodologies, monitoring and reporting;

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioral competencies and the following are essential for this position:
- Managing resources to optimize results
- Managing performance and development
- Empowering and building trust
- Handling insecure environments
- Planning and delivering results
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