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 Project Manager (Ninewa)
Reports to: Area Program Manager (Ninewa)
Supervision of: ICLA Coordinators & ICLA Officer – Database
Duty station: Mosul
Travel % 50%
Project number: IQFM1822, IQFM1919, IQFM1913
Duration and type of contract: 1 year starting from 1 August 2019

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 the ICLA Project Manager position is to implement delegated ICLA project portfolio. The following is a brief description of the role.

Generic responsibilities
1. Line management for project staff
2. Adherence to NRC policies, guidance and procedures
3. Contribute to the development of Country, Area and ICLA strategies, initiate and participate in the development of relevant ICLA projects
4. Coordinate and manage ICLA project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements
5. Provide technical direction to ICLA team, and ensure high technical quality of projects
6. Provide regular progress reports to the Area Manager and the ICLA Specialist, highlighting operational successes and challenges
7. Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
8. Develop and manage project budget, in cooperation with Area Manager & ICLA Coordinator
9. Ensure capacity building of project staff and transfer key skills
10. Liaise and collaborate with relevant local authorities and other key stakeholders
11. Promote the rights of displaced persons in line with the advocacy strategy

Specific responsibilities

- Participate in relevant project start-up, progress review, and closing meetings;
- Start up HLP collaborative dispute resolution, in line with ICLA IQ CDR strategy;
- Capacity building of ICLA staff as a major priority in preparation of planned nationalization;
- Ensure accurate implementation of ICLA case management and M&E tools and work with ICLA Specialist and other PMs to ensure best practises and consistency across the country.
• Contribute to development or updating of national technical tools, including legal factsheets, SOPs, information leaflets
• Ensure accurate and high quality reporting at output and outcome level for donor and NRC reporting systems
• Contribute to innovative ideas that increase the efficiency and quality of ICLA programming in Ninewa
• Actively participate in relevant humanitarian coordination meetings in Ninewa
• Actively promote and operationalize synergies between ICLA and other NRC core competencies
• Help to ensure protection concerns (not just legal) are mainstreamed within the ICLA programme
• Any other task relevant to the position as requested by the Area Program Manager or ICLA Specialist

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: ICLA Specialist
• Area operations: Area Manager
• Staff capacity building: ICLA Specialist
• Implementation: Area Manager

Scale and scope of position
Staff: ICLA Coordinators, ICLA Officers, ICLA Technical Assistants
Stakeholders: UN agencies, INGOs, local NGOs, civil society, governmental bodies
Budgets: Multiple donors
Information: GORS, Aggresso, Intranet
Legal or compliance: Donor compliance by ICLA programme staff

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 legal assistance project implementation position in a humanitarian/ recovery context
• Experience from working in complex and volatile contexts
• ICLA technical expertise, including knowledge of Housing, Land & Property and/or civil documentation issues
• Experience from working in complex and volatile contexts
• 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:
• Relevant university degree, preferably law or social studies
• Knowledge of the displacement context in Iraq and the Middle East
• Experience with start-up or expansion of new programs
• Advanced computer skills, especially in Word, Excel, Power Point and Outlook;
• Knowledge of Arabic desirable
2. Behavioral competencies
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

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