Generic professional competencies:

- 1-2 years' Experience in Human Resources Function preferably in humanitarian/recovery context
- 1 year of experience in Admin
- Bachelor's degree in related field (Human Resource, Business Administration, Human Sciences …etc.).
- Fluency in Arabic and English, both written and verbal
- Previous experience in performing in complex and volatile contexts

Context related skills, knowledge and experience:

- Knowledge of the context
- Knowledge in Human Resources practices
- Experience in supervising premises and
- Strong analytical skills and attention to detail.
- Strong communication, follow-up, and organizational skills.
- Good cultural awareness and sensitivity.
- Excellent skills in MS office programmes (MS Excel, Word, PowerPoint, database)

2. Behavioral 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:

- Analyzing
- Planning and delivering results
- Working with People
- Communicating with impact and respect
- Initiating action and change.
- Empowering and building trust

1. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management Framework. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan (Role Mandate for leaders at HO, Regional Directors and Country Directors)
- The NRC Competency Framework