

# NRC GRADE PROFILING STRUCTURE

\* = One of the NRC core competencies (correct naming at O365)  
 \*\* = title will include a cross-cutting theme/function or a specialist area within one of the core competencies or functions, eg cash, protection, procurement  
 \*\*\* = title will include the name of the relevant cluster, eg Protection

Grade and Role Level Summary	Grade Indicators	Country Jobs	Regional jobs	Global roving and other international jobs	Head Office Jobs
<b>Grade 15 Secretary General</b>	▪				Secretary General
<b>Grade 14 Executive Directors</b>	▪				Executive Director
<b>Grade 13 Regional Director</b>	<ul style="list-style-type: none"> <li>▪ Regional Directors with strategic and operational accountability for NRC's presence at a regional level (across several countries).</li> <li>▪ Executive Directors with strategic and operational accountability for a large global department or for a substantial global function, and shared executive accountability for the development and operational management of NRC as a whole.</li> </ul>		Regional Director		
<b>Grade 12 Director</b>	<ul style="list-style-type: none"> <li>▪ Directors with strategic leadership and operational accountability for operations and activities and functions at a country or regional level or for a global function.</li> <li>▪ Overall accountability for substantial organisational resources (people, financial, material, information) and for legal and regulatory compliance within own field.</li> <li>▪ Builds partnerships internally and externally and takes decisions with an extensive impact on the operations and credibility of NRC.</li> </ul>	Country Director	Regional Programme Director Regional Support Director	Global Roving Country Director	Functional Director Representation Office Director

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<b>Grade 11</b> <b>Head of Section,</b> <b>Resident</b> <b>Representatives</b>	<ul style="list-style-type: none"> <li>Strategic leaders with management accountability for a substantial operation, or all programmes or support functions at country level or equivalent</li> <li>Lead on development of programmes or all functions within support services (eg finance, HR, IT, logistics) in line with overall country and regional objectives. Responsible for significant resources within the country. Leadership of managers and staff. Highly advanced knowledge and expertise (eg masters level plus substantial experience) within a relevant profession plus substantial management experience.</li> <li>Influences and motivates others, managing significant internal and external relationships, and takes decisions with substantial or extensive impact on NRC's activities, operations and credibility at country level or wider.</li> </ul>	<b>Head of Support</b> <b>Head of Programme</b> <b>Head of Operation</b>	<b>Chief of Party *** (very large, across more than one country)</b>	<b>Global Emergency Response Team Leader</b> <b>Resident Representative</b>	<b>Head of Section</b>
<b>Grade 10</b> <b>Head Of Unit,</b> <b>Area Manager</b>	<ul style="list-style-type: none"> <li>Strategic leaders with management accountability for an operation, unit, programme or function.</li> <li>Leads on development and operational management of an area within a country, or a region wide function (eg HR, Finance, Programme support). Responsible for significant resources used widely by others. Responsible for leadership of managers and staff within an area. Highly advanced knowledge and expertise (equivalent to masters level plus substantial experience) within a relevant profession plus operational management experience. Develops strategy or policy or standards.</li> <li>Influences and motivates others, managing significant internal and external relationships, and takes decisions with substantial impact on NRC's activities,</li> </ul>	<b>Area Manager</b> <b>Head of Programme Support</b> <b>Chief of party/Head of Consortium/Representative ***</b>	<b>Regional Head of HR</b> <b>Regional Head of Finance</b> <b>Regional Head of Logistics</b> <b>Regional Head of Security</b> <b>Regional Head of Advocacy</b> <b>Regional Head of Programme Support</b>		<b>Head of Unit</b> <b>Global Manager</b> <b>Expert Adviser</b>

Grade and Role Level Summary	Grade Indicators	Country Jobs	Regional jobs	Global roving and other international jobs	Head Office Jobs
	operations and credibility within a country or wider				
<b>Grade 9 Middle Managers, Specialist Advisers, Programme Development Managers</b>	<ul style="list-style-type: none"> <li>Highly experienced and specialist practitioners within a professional field either acting as specialist adviser or developing and managing a development project or function (eg HR, Finance).</li> <li>Development responsibility within own function or professional field of work in line with country and regional objectives. Responsible for significant operational or functional (eg finance, HR, IT) resources. Either management of own staff team, or matrix management and capacity building of staff managed by others. Advanced knowledge and expertise (equivalent to post graduate and substantial experience) in a relevant context. May develop policy or standards or strategy.</li> <li>Influential and motivational relationships internally and/or externally and takes decisions with substantial impact on the quality of NRC's projects and activities and/or the credibility of NRC.</li> </ul>	<b>Finance Manager HR Manager Logistics Manager Security Manager Advocacy Manager Core Competency Specialist* Core Competency Programme Development Manager* Thematic/Function Specialist** Programme Manager Emergency Response Manager Cluster Chair (substantial), Consortium/Forum Manager***</b>	<b>Regional Finance Controller Regional HR Adviser Regional Logistics Adviser Regional Programme Adviser Regional Security Adviser Regional Media Adviser Regional Monitoring and Evaluation Adviser Regional Core Competency Adviser* Regional Thematic/Function Adviser**</b>	<b>Global Roving Finance Manager Global Roving HR Manager Global Roving Logistics Adviser Global Emergency Response Specialist</b>	<b>Specialist Adviser Senior Adviser Global Project Manager</b>
<b>Grade 8 Project Managers, Support Managers, Advisers</b>	<ul style="list-style-type: none"> <li>Experienced professionals acting as advisors, or experienced project managers, or support managers managing a variety of support services.</li> <li>Responsible for either provision of strategic advice and capacity building, or for operational management and delivery of projects or support services, and for all related resources. Either management of staff within project/service, or developing skills of staff managed by others. Professional knowledge and expertise plus significant experience in a relevant context. Contributes to the development of policies and standards and implementation of</li> </ul>	<b>Core Competency Project Manager* Thematic/Function Project Manager** Support Manager Monitoring and Evaluation Manager Grants Manager Emergency Response Project Manager Cluster Co-ordinator*** Cluster/Forum Technical Adviser***</b>			<b>Adviser Project Manager</b>

Grade and Role Level Summary	Grade Indicators	Country Jobs	Regional jobs	Global roving and other international jobs	Head Office Jobs
	<p>strategy.</p> <ul style="list-style-type: none"> <li>Advisory or motivational relationships locally or within own field and takes decisions with significant impact on the quality and/or delivery of projects and perceptions and reputation of NRC.</li> </ul>				
<b>Grade 7 Coordinators</b>	<ul style="list-style-type: none"> <li>Professionals with responsibility for coordinating and delivering a service and overseeing or guiding the work and activities of others.</li> <li>Responsible for operational coordination and delivery of activities and services and related resources (budgets, funding, information resources, material assets). Likely to have a qualification in a relevant professional field of work. Contributes to the development of policies, standards.</li> <li>Manages relationships with others, providing guidance or advice and takes decisions with significant impact on quality and/or delivery of projects/services.</li> </ul>	<p>Finance Coordinator HR Coordinator Logistics Coordinator ICT Coordinator Security Coordinator Advocacy/Communication Coordinator Grants Coordinator Monitoring and Evaluation Coordinator Field Office Coordinator Support Coordinator Core Competency Coordinator* Thematic/Function Coordinator** Cluster Coordinator (area)***</p>	<p>Regional Finance Coordinator Regional HR Coordinator Regional Logistics Coordinator Regional ICT Coordinator Regional Grants Coordinator Regional Monitoring and Evaluations Coordinator Regional Communications Coordinator Regional Thematic/Function Coordinator**</p>		Coordinator
<b>Grade 6 Team Leaders, Technical Officers</b>	<ul style="list-style-type: none"> <li>Junior professionals or experienced specialist technical staff with responsibility for supporting the delivery of a service and overseeing or guiding the work and activities of others.</li> <li>Plans and implements activities and ensures the implementation of policy and standards. Contributes to the development of new activities. Responsible for resources used by others (eg financial, information, material assets). May manage or supervise staff. Knowledge within a relevant technical, administrative or professional field plus 3 or more years' experience within a relevant context.</li> </ul>	<p>Finance Technical Officer HR Technical Officer Logistics Technical Officer ICT Technical Officer Finance Team Leader HR Team Leader Logistics Team Leader ICT Technical Officer Core Competency Technical Officer* Core Competency Team Leader* Thematic/Function Technical Officer** Thematic/Function Team</p>	<p>Regional Finance Technical Officer Regional HR Technical Officer Regional Logistics Technical Officer Regional Technical ICT Officer Regional Monitoring and Evaluation Technical Officer Regional Advocacy Technical Officer</p>		Technical Officers

Grade and Role Level Summary	Grade Indicators	Country Jobs	Regional jobs	Global roving and other international jobs	Head Office Jobs
	<ul style="list-style-type: none"> <li>Provides support and guidance to others in relation to own technical field of work and takes decisions that impact on delivery of activities or services and/or the perceptions and reputation of NRC.</li> </ul>	Leader**			
Grade 5 Officers	<ul style="list-style-type: none"> <li>Specialist technical, specialist administrative staff, or entry level for newly qualified professionals, providing a range of support within their specialist or professional field of work.</li> <li>Organises and delivers delegated activities. Contributes to the development of new activities. Responsible for resources used by others (eg financial, information, material assets). Knowledge and qualifications within a relevant technical, administrative or professional field plus 3 or more years' experience.</li> <li>Provides support and guidance to others in relation to own technical field of work and takes decisions that impact on delivery of activities or services and/or the perceptions and reputation of NRC.</li> </ul>	Finance Officer HR Officer Logistics Officer ICT Officer Security Officer Monitoring and Evaluation Officer Advocacy and Communication Officer Administration Officer Core Competency Officer* Thematic/Function Officer** Junior International	Jobs as for Country jobs, provided JD is developed, approved and evaluated. Existing jobs are:  Regional Finance Officer Regional HR Officer Regional Administration Officer Regional Logistics Officer		Officers
Grade 4 Technical Assistant	<ul style="list-style-type: none"> <li>Experienced technical support and administrative staff providing a range of support within their field of work (eg projects, finance, HR, logistics, core competency).</li> <li>Organises and delivers tasks and contributes to new activities and uses initiative for problem solving. Delegated or shared responsibility for resources used by others. Knowledge and experience within a relevant admin or technical field and likely to have a vocational qualification.</li> <li>Provides information and explanation to others in relation to own technical or administrative field of work and impact of decisions is limited and primarily internal.</li> </ul>	Finance Technical Assistant HR Technical Assistant ICT Technical Assistant Logistics Technical Assistant Radio Operator Administrator Monitoring and Evaluation Technical Assistant Core Competency Technical Assistant* Technical Assistant**	Jobs as for Country jobs		Technical Assistant

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<b>Grade 3 Assistant</b>	<ul style="list-style-type: none"> <li>• Entry level technical support and administrative staff, and qualified craft workers, providing general support to others within their field of work.</li> <li>• Organises and delivers own tasks in line with schedule and standards. Some shared responsibility for resources used by self and others. Knowledge and some experience within a relevant admin, technical, or craft field.</li> <li>• Provides information to others and impact of actions is limited and primarily internal.</li> </ul>	Administration Assistant General Assistant Receptionist Storekeeper			Assistant
<b>Grade 2 Service Support (Craft, Vocational)</b>	<ul style="list-style-type: none"> <li>• Manual workers and clerks with some vocational skills and experience within a technical administrative or craft field.</li> <li>• Follows agreed procedures within own support area. Organises and delivers tasks in line with schedule and standards. Uses initiative for day to day problem solving. Some shared responsibility for resources used by self and others. Has vocational skills and training.</li> <li>• Impact of actions is limited and primarily internal.</li> </ul>	Driver			
<b>Grade 1 Service Support (Manual)</b>	<ul style="list-style-type: none"> <li>• Manual workers with basic vocational skills and willingness to learn.</li> <li>• Follows agreed procedures within own support area. Delivers tasks in line with schedule and standards. Uses shared resources (eg cars, supplies, equipment).</li> <li>• Impact of actions is limited and primarily internal.</li> </ul>	Cleaner Cook Guard			