Vacancy Announcement

Vacant position: Senior Secretary and Data Administrator in Protection

Level: B1

Type of contract: Resident Staff

Duration of assignment: Permanent position

Place of work: Tehran

A. CONTEXT

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC is funded mainly by voluntary donations from governments and from National Red Cross and Red Crescent Societies.

In Iran, the ICRC promotes International Humanitarian Law (IHL) and works with the authorities in Iran to address the consequences of the 1980-1988 Iran-Iraq war, particularly the issue of missing persons and the contamination by unexploded remnants of war such as mines. The ICRC also contributes to the humanitarian response of refugees and migrants. We work closely with the Iranian Red Crescent Society (IRCS) and other partners.

In accordance with the priorities, objectives and strategies set by the delegation and under the overall supervision of the Protection coordinator and in close cooperation with the Protection Data Administrator, the Senior Secretary and Data Administrator will execute tasks listed below.

We provide our staff with the opportunity to work in diverse teams around the world and apply their skills in the field to make a genuine difference.

B. JOB DESCRIPTION AND KEY RESPONSIBILITIES

Under close supervision of the Protection coordinator, assists the structure in implementing different activities of the Protection Department, particularly activities related to secretariat and data entry procedures/data processing in accordance with set objectives;

Collects, compiles, translates/interprets information in relation to the individual case(s) and contributes to written reporting;

Processes individual cases and establishment of individual filing;

Registers and treats information (general and specific) accurately and with confidentiality (ensures protection of individual's personal data).

Performs all necessary follow-ups, contributes actively to the daily organization of the protection files

Performs internal follow-up of individual cases in cooperation with other Protection team members

Performs various office works such as typing, filing, distribution, photocopies, updates of lists
Facilitates the work of delegates or other specialists, either internally or externally (internal or external meetings with authorities and/or with IRCS and/or beneficiaries, etc)

C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree, preferably in data analyses / social sciences or any other relevant fields of study;
- Excellent analytical and reporting skills as well as experience in data management;
- Well-structured and organized, autonomous, flexible, showing initiative; good team player
- Previous working experience with international or local humanitarian organizations in similar field of activity would be an asset
- Fluent in spoken and written English and Farsi, knowledge of Arabic is an asset
- Excellent verbal and written communication and presentation skills
- Excellent computer skills
- Ability to multi-task, work under pressure and meet deadlines

D. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a letter of interest and a résumé in English to the following email address: teh_recruitment_services@icrc.org (On the subject line of your email, please enter: Senior Secretary and Data Administrator in Protection);
- ALL submissions MUST be received by the closing date of 08 March 2020;
- We regret that only short-listed applicants will be contacted for further process;
- Official working hours Sunday to Thursday (40h/week, extendable up to 44h/week if requested by the supervisor): 08h30-17h00 (excluding 30-60 minutes lunch break);
- Desired start date: as soon as possible;