



## **Vacancy Announcement**

**Vacant position: Assistant to the Head of Operations (HoOp)**

**Level: B2**

**Type of contract: Resident Staff, Fixed Term – 1 year (Extendable)**

**Place of work: Tehran**

### **A. CONTEXT**

Established in 1863, the International Committee of the Red-Cross (ICRC) operates worldwide, helping people affected by conflict and armed violence and promoting the laws that protect victims of war. An independent and neutral organization, its mandate stems essentially from the International Humanitarian Law (IHL). We are based in Geneva, Switzerland, and employ some 16,000 people in more than 80 countries. The ICRC is funded mainly by voluntary donations from governments and from National Red Cross and Red Crescent Societies.

In Iran, the ICRC promotes IHL and works with the authorities in Iran to address the consequences of the 1980-1988 Iraq-Iran war, particularly the issue of missing persons. We work with the Iranian Red Crescent and maintain a logistics capacity to support ICRC operations in the region.

In accordance with the priorities, objectives and strategies set by the delegation and under the direct supervision of the HoOp, the Assistant to the HoOp is responsible for assisting the delegation in defining, implementing and monitoring several ICRC projects, such as activities in health, prevention of mine accidents and physical rehabilitation.

***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**

- Contributes to implement and follows up various activities and projects in accordance with objectives.
- Provides administrative support and follow-up of various activities and projects in coordination with external partners (e.g. IRCS, SRS, PDA).
- Contributes to designing projects.
- Collects, compiles, translates/interprets information about the projects and contributes to written reporting.
- Participates in internal and external meetings and develops and maintains contacts with authorities and partners.
- When requested, provides ad-hoc support to the HoOp in performing other tasks.

### **C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED**

- 1–2 years' programme/project experience in the humanitarian field
- Fluent in spoken and written English and Farsi
- Excellent verbal and written communication and presentation skills
- Excellent analytical and reporting skills
- Ability to multi-task and work under pressure

- Ability to anticipate and plan, and to meet deadlines; well-structured and organized, autonomous, flexible, showing initiative; good team player

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](mailto:teh_recruitment_services@icrc.org) (On the Subject Line of your email, please enter: **Assistant to the HoOp**)
- ALL submissions MUST be received by the closing date of **30 August 2021**
- 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 minutes lunch break)
- Desired start date: **As soon as possible**