



Vacancy Announcement

Vacant position: Advisor to the Head of Delegation

Level: C1

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 Geneva Conventions of 1949. We are based in Geneva, Switzerland, and employ some 17,000 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 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.

Adviser to the Head of Delegation advises the delegation on developments and changes in the overall environment, conflicts and security dynamics. S/he identifies, maintains and broadens high-level relations with key stakeholders and facilitates the management's access to a network of contacts while adhering to relevant regulations under which the ICRC operates in Iran and ensuring that relevant approvals are obtained along the way.

We are looking for a multi-skilled and flexible Advisor to join our team. The post holder will work with the Head of Delegation and the wider team to effectively profile the work of the ICRC to a range of audiences in Iran.

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

- Advises management and staff on political matters, the security situation and contributes to defining the delegation's overall strategies.
- Actively maintains and develops a network of key, high-level contacts within the national authorities (government, parliament, etc.), security and armed forces, civil society and International Red Cross and Red Crescent Movement and with any other influential stakeholders. Ensures that these contacts are done with authorities' approvals.
- Holds briefings on the context and cultural sensitivities for delegation staff.
- Writes reports, briefing notes and other required documentation to share the results of analyses done.

C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree or relevant professional experience.
- Fluent level (minimum C1) of English and Farsi, with Arabic or French as an asset.
- Computer proficiency.
- 6–10 years' professional experience as a manager or programme officer in similar fields, organizations or governmental structures, ideally including 5 years with the ICRC.
- Confirmed analytical capacity in a similar field of activity.
- Ability to demonstrate the existence of a relevant network of contacts.

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: **Advisor to the Head of Delegation**)
- ALL submissions MUST be received by the closing date of **23 January 2022**
- 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**