

Vacancy Announcement

Vacant Position: Wec Field Officer

Type of contract: Resident Staff - Fixed Term

Duration of assignment: Permanent

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 explosive 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.

B. Purpose

The Weapon Contamination (WeC) Field Officer implements directly or supports the implementation and monitoring of ICRC WeC activities. S/he contributes directly to ensuring staff safety and the continuation of critical operations, helping vulnerable people and supporting National Societies in situations where conventional or non-conventional weapon contamination poses a hazard. Risk awareness on mines and explosive remnants of war (mine risk education) is one of the main pillars of his/her operation.

In accordance with the priorities, objectives and strategies set by the delegation and under the supervision of WeC Field Manager, the incumbent is accountable for the delivery and execution of assigned duties in the Delegation and ensures the processes and policies are delivered consistently and accordingly.

B. JOB DESCRIPTION AND KEY RESPONSIBILITIES

- Assists the WeC Field Manager in implementing and following up WeC activities, including risk awareness and safer behaviour for affected communities of weapon contamination
- Compiles and maintains all documents and correspondences related to the proper handling of the WeC projects
- Contributes to building the capacity of the national authorities and National Societies.
- Contributes to written reporting on WeC activities.
- Develops and maintains contacts with the authorities at local level and prepare minutes of meetings/events and draft communications
- Translates/interprets as required by the department.
- Reports events and changes within the region that could have an impact on the ICRC's activities, thereby providing sound elements that help the delegation to set objectives and priorities.
- Where applicable, stands in for the WeC Field Manager and represents the WeC programme in internal and external meetings.
- Coordinate/prepare/maintain the flow of department events, meetings, visits, missions;
- Efficient documentation and settlement of the payments according to the financial agreements/contracts

- Manages stock of dissemination materials and publications;

C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree or advanced technical certificate (preferably on risk awareness/management)
- Fluent spoken and written in Farsi, and English
- Computer proficiency and ability on softwares like Microsoft Office package
- 4 years' experience in the same field of activity (including humanitarian, risk awareness, etc.)

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: WeC Field Officer;
- We regret that only shortlisted applicants will be contacted for further process
- ALL submissions MUST be received by the closing date of **26 June 2022;**
- Desired start date: **As soon as possible**