



Vacancy Announcement

Vacant Position: HR Manager

Type of contract: Resident Staff – Fixed term contract

Duration of assignment: 12 months, extendable

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

Human Resources Manage plans, organizes and monitors HR activities in the assigned area of responsibilities. S/he is the main interlocutor partnering with the respective management team on all human resourcing issues, from workforce planning to operational advice on staffing issues and working conditions, regulations and processes. S/he ensures that overall administration, coordination and evaluation of HR plans and programmes are carried out. S/he provides insights on HR matters, provides professional HR services and advise and sees to it that needs are translated into HR objectives and that HR strategies are aligned with HR strategic objectives, in order to enable responses to operational needs and challenges.

B. JOB DESCRIPTION AND KEY RESPONSIBILITIES

- As a member of the respective management team actively participate in the reflection, analysis and understanding of the working environment, giving upstream insight on HR impacts or requirements of the decisions potentially taken
- Act as an initiator designing HR strategies for delegation aligned with regional strategic framework developed by the institution
- Take the lead in developing and in the maintenance of HR processes, tools, guidelines in coordination with HR Partner in Headquarter (HQ) to ensure that the changes proposed are relevant and sustainable for the delegation
- Take continuously the staff pulse on the HR matters of staff importance and dynamics around these matters, allowing to establish the HR priorities clearly, coherently and accordingly
- Communicate timely relevant HR information to management team, ensuring all key stakeholders are aware, informed and prepared prior to the deployment of any HR related changes
- Act as a focal point and centralized communication channel for all staff to transmit and explain all HR novelties, new processes, policies and tools
- Implement ad hoc HR projects and initiatives
- Act as a trouble shooter for matters blocked at HR Service Providers' level, liaising with the HR Partner and corresponding stakeholders in HQ and finding sustainable solutions to challenges

- Coach and assist HR Assistant, line managers and management team in good HR Management practices and people management responsibilities (HR Capacity Building)
- Develop and monitor the annual HR budget

C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree in HR, business administration or organization development
- Fluent spoken and written in Farsi, and in English
- Computer proficiency with excellent skills in a Microsoft Windows and HR information system such as SAP SuccessFactors
- In-depth knowledge and experience of good HR practices
- 3 to 5 years in HR positions for instance HR Manager or HR Executive

D. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a cover letter and a résumé in English to the following email address: bciccio@icrc.org (On the subject line of your email, please enter: HR Manager;
- Only shortlisted applicants will be contacted for further process
- ALL submissions MUST be received by the closing date of **05 September 2022**,
- Desired start date: **01 November 2022**