

## **Vacancy Announcement**

**Vacant Position: Orthopaedic Field Officer - Physical Rehabilitation Project**

**Type of contract: Resident Staff – Fixed term contract**

**Duration of assignment: 12 months, extendable**

**Place of work: Tehran with frequent field visits**

### **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 Orthopaedic field officer contributes to the implementation of the Physical Rehabilitation Project activities in accordance to agreed objectives and related strategies, particularly in relation to improved quality and capacity of prosthetics and orthotics (P&O) and wheelchair service provision. As a member of the physical rehabilitation multidisciplinary team, s/he contributes to the implementation of internal and international P&O standards, overall service provision standards and monitor the quality of the services provided (from registration of the service user to discharge). S/he will personally provide services to more complicated/complex cases.

### **B. JOB DESCRIPTION AND KEY RESPONSIBILITIES**

- Supports actively IRCS Physical Rehabilitation Centres' (PRC) management to improve the overall functioning of PRCs and maximize outcome
- Implements and monitors, in close collaboration with the IRCS PRC's management and the Head of ICRC Physical Rehabilitation Program, a comprehensive system to allow destitute patients to attend the PRC
- In collaboration with concerned Iranian partners and institutions contribute to a comprehensive patient management system, including proper technical/clinical record and electronic filing.
- Collect information and report on the people with disabilities needs, number, kind of disability, etc., to adapt the ICRC support to IRCS' PRCs, accordingly.
- Support the centre P&O team leader on all P&O technical activities necessary for orthotic and prosthetic fabrication, appliance rehabilitation and assures the follow-up of ICRC training.
- Participates in local clinical meetings to improve P&O services and promote physical rehabilitation activities.
- Participate in all Physiotherapy or PRP related activities in Mashad and Zahedan & other areas of reference (AoR)
- Interprets and translates when required during meetings or of any documents related to its sphere of activity from Persian to English and reverse
- Conducts assessments of other stakeholders in the field of PRP when required

- Draft minutes of meetings in English as well as in Persian as required
- Collects and compiles the statistics and other data required for PRP reporting processes.

#### C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree in Orthopaedic Technology.
- Minimum 2 years of overall professional experience as an ortho-prosthetist and practical experience.
- Computer proficiency with excellent skills in Microsoft Office.
- Fluent command of English as well as Persian.
- Good analytical skills.
- Previous working experience with international or local humanitarian organizations is an asset.

#### D. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a cover letter and a resume 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: **Orthopaedic Field Officer**)
- Only shortlisted applicants will be contacted for further process
- The ICRC values diversity and is committed to creating an inclusive working environment.
- ALL submissions MUST be received by the closing date of **15 September 2022**,
- Desired start date: **As soon as possible**