

## **Vacancy Announcement**

**Vacant Position: HR Assistant**

**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**

HR Assistant assists the HR Manager in carrying out administrative work. S/he prepares and updates documents for delivering HR Services autonomously, in line with the ICRC's and delegation policies and the applicable laws and regulations.

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

- Is responsible for processing the payroll and keeping up to date salary and other related data in the HR information systems.
- Make sure that all relevant tasks regarding payment of social security contributions, complementary insurance are done correctly.
- Is the focal point for international institutional trainings, provides administrative support and follow-up in the delivery of internal institutional training courses.
- Offers administrative support in the recruitment process including reception of application, scheduling of interviews, contacting candidates, etc.
- Carries administrative tasks in the HR information systems (SuccessFactors, Strategic and STM databases).
- Keep record of employees leaves and absences and ensures that the data is kept up to date and accurate.
- Provide general secretarial and administrative support (opening and updating staff files, preparing employment contracts, handling correspondence, registration, and filing).

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

- Professional diploma in Human Resources
- Fluent spoken and written in English and in Farsi
- Computer proficiency with excellent skills in a Microsoft Windows and HR information systems such as SAP SuccessFactors
- Knowledge and experience of good HR practices
- 3 to 4 years in a similar field

E. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a cover letter and a resume in English to the following email address: [bciaccio@icrc.org](mailto:bciaccio@icrc.org) (On the subject line of your email, please enter: **HR Assistant**).
- Only shortlisted applicants will be contacted for further process
- ALL submissions MUST be received by the closing date of **Wednesday 21.09.2022**
- Desired start date: **as soon as possible**