



## **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**

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 20,000 people in more than 100 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 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. We work with the Iranian Red Crescent Society (IRCS) and other partners and maintain a logistics capacity to support ICRC operations in the region. The ICRC also contributes to the humanitarian response of migrants.

### **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.

### **C. 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.
- Based on assessments, establish clear HR priorities and supports the implementation of required adjustments to existing HR processes improving HR efficiency.
- Is responsible to adapt, develop and implement the ICRC's Global People Strategy at the delegation level.
- 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
- Take responsibility for continuous improvements in the local HR Management.
- Take the lead in maintaining and developing HR processes, tools, guidelines in coordination with the HR Partner in Headquarter to ensure that the changes propose are relevant and sustainable in the structure.
- Act as a focal point and centralized communication channel for all staff to transmit and explain all HR novelties, new processes, policies, and tools.
- Act as the HR professional in HR Administrative Management (pay and other employment conditions).

- Develop and maintain a solid knowledge of local labour law.
- Implement ad hoc HR projects and initiatives
- Ensure functional responsibility for HR Assistant in the delegation and provide support and advice in the application of HR tools, policies, processes, and guidelines.
- Coach and assist line managers and management team in good HR Management practices and people management responsibilities (HR Capacity Building)
- Develop and monitor the annual HR budget

#### D. Professional experience required, profile and skills

- University degree in HR, business administration or organization development.
- 5 to 6 years' experience, at least, of progressive leadership experience in HR Positions, for instance as an HR Manager or HR Executive in a similar organization
- Fluent command of English and Farsi.
- In-depth knowledge and experience of good HR practices
- Sound grasp of Microsoft Windows and HR information systems such as SAP SuccessFactors.
- Excellent active listening, negotiation skills as well as written and spoken communication skills.
- Previous working experience with international or local humanitarian organizations is an asset

#### E. Application process and job length:

- All interested applicants should submit a cover letter and a résumé in English to the following email address: [bciaccio@icrc.org](mailto:bciaccio@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 Wednesday **12 April 2023**,
- Desired start date: **1 June 2023**