



ICRC

Vacancy Announcement

Vacant Position: Partnership and Humanitarian Affairs Officer

Type of contract: Consultancy Contract

Duration of assignment: 12 months

Place of work: Tehran, Iran

A. Background & Purpose

The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organisation 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. 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.

The ICRC also contributes to the humanitarian response of refugees and migrants. We work closely with the Iranian Red Crescent Society (IRCS), National Committee on Humanitarian Law (NCHL), and other partners.

In accordance with its humanitarian policy and diplomacy objectives, the ICRC has signed a Memorandum of Understanding (MoU) with the Institute for Political and International Studies (IPIS) of the Ministry of Foreign Affairs of the Islamic Republic of Iran, focusing on enhancing joint efforts on humanitarian dialogue. The Partnership & Humanitarian Affairs Officer provides technical and administrative support to the Head of Communication & External Relations in the implementation of the ICRC-IPIS MoU. The position focuses on tracking the progress of the Roadmaps and Plans of Action, supporting the organization of joint events and initiatives, and research to support the delegation's humanitarian diplomacy goals as well as with understanding the wider humanitarian environment in the country.

B. Key Responsibilities

- Provides technical and administrative support for implementation of wide range of programs and activities
- Provides support for organization of national and international events such as roundtables, conferences, or workshops
- Interacts with the concerned counterparts in delivering the agreed educational and training programs
- Organizes outsourcing translation projects on key humanitarian topics to external expert translators and oversee the editing process
- Listens to and understands the main views and policy objectives of influential actors on humanitarian themes and issues.



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C. Education, Experience, and Competencies Required

- Undergraduate degree in a relevant subject (e.g. social sciences, international relations, political science, law).
- Typically, 2-4 years' overall professional experience.
- At least 1-2 years' experience in humanitarian action or program management.
- Excellent level of English fluency.
- Native proficiency and excellent writing skills in Farsi.
- Computer literacy.
- Solid understanding of national/regional relations and their interplay with humanitarian affairs desired.

D. What We Offer:

- Hands-on experience in working in an international Organisation setting.
- A dynamic and creative work environment, with focus on specific projects.

E. Application Process & 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. Please include " Partnership and External Affairs Officer " in the email subject line.

Only shortlisted applicants will be contacted for further process.

The organization is committed to diversity and inclusion; women and persons with disabilities are particularly encouraged to apply.

ALL submissions MUST be received by the closing date of **07 March 2026**.

Desired start date: **ASAP**