



Vacancy Announcement

Vacant Position: Health Admin Assistant

Type of contract: Fixed-Term Employment Contract

Duration of assignment: Until 31 December 2026 (with the possibility of extension based on operational needs)

Place of work: Tehran, Iran

A. About the ICRC

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

In Iran, the ICRC works closely with national authorities and partners, including the Iranian Red Crescent Society (IRCS), to strengthen humanitarian response and support vulnerable populations through a range of protection and assistance activities.

B. Position Purpose

The Health Admin Assistant provides administrative and operational support to the Health Programme Manager (HPM) and the Health Department to ensure the efficient implementation of Health programmes and activities.

The position coordinates closely with internal support departments, including Logistics, Finance, Welcome, Information Management (IM), IT and Communication, while maintaining effective administrative coordination with external partners

C. Key Responsibilities

- Provide day-to-day administrative support to the Health Department.
- Coordinate travel arrangements, accommodation and logistics for Health activities, workshops and missions.
- Organize meetings, training sessions, seminars and workshops.
- Prepare meeting documentation, agendas and Minutes of Meetings (MoM).
- Follow up on departmental correspondence and administrative requests.
- Coordinate with Logistics, Finance, Communication, IM and other support departments.
- Process invoices and monitor administrative documentation related to programme implementation.
- Maintain databases, filing systems and departmental records.
- Support budget tracking and administrative monitoring of programme activities.
- Prepare dissemination materials and coordinate event logistics.
- Maintain communication with Health partners regarding planned activities.



ICRC

- Perform other administrative duties as assigned by the Health Programme Manager

D. Education, Experience, and Competencies Required

- University degrees in Business Administration, Office Management, Public Administration or another relevant field. Holding a medical-related degree is a strong asset.
- Minimum **2 years of relevant administrative experience**. Work experience in the medical field is a strong asset.
- Excellent organizational and coordination skills.
- Strong interpersonal and communication skills.
- Good command of spoken and written English.
- Native proficiency in Persian (Farsi).
- Good knowledge of Microsoft Office applications (Excel, Word, Outlook and PowerPoint).
- Ability to work independently and manage multiple priorities.
- High level of integrity, confidentiality and attention to detail.
- Ability to work effectively in a multicultural and humanitarian environment

E. What We Offer:

- The opportunity to work in one of the world's leading humanitarian organizations.
- A dynamic and multicultural working environment.
- Professional development opportunities.
- Meaningful contribution to humanitarian programmes serving vulnerable communities

F. Application Process & Job Length:

- A **CV in English**
- A **Cover Letter in English**

Applications should be sent to the following email address
teh_recruitment_services@icrc.org

Please indicate: **"Health Admin Assistant"** in the subject line of your email.

Application Deadline: 08 August 2026

Only shortlisted candidates will be contacted.

Expected starting date : 1st of September 2026

The ICRC is committed to diversity and inclusion. Qualified persons with disabilities and women are strongly encouraged to apply.