



ICRC

## Vacancy Announcement

**Vacant Position:** Human Resource Intern

**Type of contract:** Internship Contract

**Duration of assignment:** Till the end of 2026

**Place of work:** Tehran, Iran

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### A. Background & Purpose

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. In Iran, the ICRC promotes International Humanitarian Law (IHL) and works with the authorities to address the humanitarian consequences of the 1980–1988 Iran-Iraq war, particularly the issue of missing persons. The ICRC also contributes to the humanitarian response for migrants in close cooperation with the Iranian Red Crescent Society (IRCS), the National Committee on Humanitarian Law (NCHL), and other partners.

The Human Resources Department plays a key role in ensuring the seamless and efficient delivery of HR services across the delegation. It supports managers and employees by providing timely, accurate, and client-oriented HR services while ensuring compliance with ICRC policies and procedures.

As part of its continuous improvement efforts, the HR Department is strengthening and streamlining its internal processes by clarifying roles and responsibilities, maintaining an up-to-date HR organigram, improving HR documentation and workflows, and supporting the digitalization of personnel files and HR records to enhance efficiency, accessibility, and data quality.

The **HR Intern** will work under the close supervision of the HR Officer and will provide administrative support to the Human Resources team in the delivery of day-to-day HR services. The internship offers practical exposure to HR administration, recruitment, personnel administration, records management, and learning and development activities. The intern will also actively contribute to the ongoing **HR digitalization project**, including the organization, review, scanning and electronic archiving of personnel files, while supporting initiatives aimed at improving HR processes and operational efficiency across the delegation.

### B. Key Responsibilities

- Support the HR team in maintaining and updating personnel files and HR records.
- Assist in preparing employment-related documents, correspondence, and filing.
- Provide administrative support throughout recruitment processes, including scheduling interviews and communicating with candidates.
- Assist in maintaining attendance, leave, and other HR databases.
- Help ensure HR documentation is accurate, complete, and confidential.
- Assist in preparing HR reports and statistics.
- Support day-to-day HR administrative tasks and other assignments as required.



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### C. Education, Experience, and Competencies Required

- Final-year university student or recent graduate in Human Resources, Business Administration, Management, Psychology, Social Sciences, or a related field.
- Previous internship or administrative experience is considered an asset.
- Good command of written and spoken English.
- Native proficiency in Persian (Farsi).
- Good knowledge of Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Strong organizational and communication skills.
- Ability to handle confidential information with discretion.
- Good attention to detail and willingness to learn.
- Ability to work effectively in a multicultural team environment.

### D. What We Offer:

- Practical experience in Human Resources within an international humanitarian organization.
- Exposure to international HR standards and practices.
- A supportive learning environment with experienced HR professionals.
- Opportunities to develop professional and administrative skills.
- 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](mailto:teh_recruitment_services@icrc.org) .  
Please include " HR Intern" in the 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 **12 July 2026**.

Desired start date: **ASAP**