



Vacancy Announcement

Vacant Position: Dispatcher Assistant / Driver

Type of contract: Resident Staff – Fixed term contract

Duration of assignment and activity rate: 100%, Till 31 December 2026 (With possibility of extension)

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 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 migrants. We work closely with the Iranian Red Crescent Society (IRCS), National Committee on Humanitarian Law (NCHL), and other partners.

The Dispatcher Assistant / Driver supports the Logistics Department by assisting in the coordination of transportation activities, fleet administration, and dispatch operations to ensure the safe, efficient, and timely movement of personnel, goods, and official documents. The position contributes to maintaining effective fleet operations, supporting communication between field teams and the delegation, and ensuring compliance with ICRC logistics procedures, security regulations, and humanitarian principles.

B. Key Responsibilities

- Support the Dispatcher in coordinating daily transport operations and vehicle assignments.
- Maintain transport schedules, fleet records, and administrative documentation.
- Prepare transport, fleet, and accident reports, and coordinate with external service providers when required.
- Assist with driving, cargo handling, emergency transport operations, and provide backup support to the Radio Operator and logistics team when needed.
- Maintain professionalism, confidentiality, and compliance with ICRC policies and the Fundamental Principles of the Red Cross and Red Crescent Movement.

C. Education, Experience, and Competencies Required

- High school diploma or vocational qualification mandatory; additional training in logistics, transportation, or fleet management is an asset.



ICRC

- Minimum 3 years of relevant experience in humanitarian organizations, international organizations, embassies or diplomatic areas.
- 4 or 5 years of experience in driving, fleet administration, dispatch operations, or logistics support.
- Good knowledge of vehicle maintenance procedures and transport administration.
- Valid driver's license with a clean and safe driving record.
- Good knowledge of local traffic regulations.
- Strong organizational and administrative skills.
- Ability to work under pressure and manage multiple tasks effectively.
- Strong communication and teamwork skills.
- Good computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook), accurate data entry, document management, internet research, email communication, and general office administration.
- Ability to maintain confidentiality and adhere to security procedures.
- Fluency in Persian and intermediate level (at least B1 in all skills) in English.

D. What We Offer:

- Opportunity to work in an international humanitarian organization.
- Professional and multicultural working environment.
- Continuous learning and development opportunities.
- Meaningful contribution to humanitarian operations.
- Dynamic teamwork within the Logistics Department.

E. Application Process:

All interested applicants are requested to submit a **Cover Letter** and their **résumé** in **English** to teh_recruitment_services@icrc.org.

Please indicate "**Dispatcher Assistant / Driver**" in the subject line of your email.

Only shortlisted applicants will be contacted for further process.

ALL submissions MUST be received by the closing date of **02 August 2026**.

Desired start date: **ASAP**

The organization is committed to diversity and inclusion; Qualified women are particularly encouraged to apply.