



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. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit [www.icrc.org](http://www.icrc.org) for more information.

## Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

### Humanitarian affairs adviser, based in Bangkok

We are looking for a motivated professional with a collaborative mindset and a proactive approach to join our team.

Humanitarian Affairs Adviser 2 provides support to the Bangkok regional delegation in understanding and influencing the wider humanitarian environment in Thailand, Myanmar, Malaysia, Singapore, Vietnam, Laos, Cambodia, and Brunei. S/He also helps it shape its engagement with both multilateral and regional fora as well as UN-led fora in-country

#### ACCOUNTABILITIES AND FUNCTIONAL RESPONSIBILITIES:

- Listens to and understands the main views and policy objectives of key government bodies, embassies, UN agencies, ASEAN, humanitarian organizations and NGOs and the dynamics related to humanitarian affairs.
- Advises the delegation on national and regional issues and political affairs and how they impact/relate to humanitarian action.
- Supports and advises the delegation in achieving diplomacy and policy objectives.
- Builds and maintains a strong national network of stakeholders connected to humanitarian affairs and beneficial to the delegation. Engages with them autonomously.
- Engages with humanitarian coordination structures as agreed with the Head of Delegation/Deputy Head of Delegation.
- Keeps regular contact on humanitarian issues with the policy and humanitarian diplomacy team based in Geneva.
- Represents the ICRC in key fora in coordination with the Head of Delegation/Deputy Head of Delegation.
- Internally, interacts with the delegation management team and relevant coordinators, as well as the Policy and Humanitarian Diplomacy Division at headquarters and other Humanitarian Affairs Advisors in other delegations on specific issues.
- • Externally, can be tasked to independently interact with government officials, UN agencies, humanitarian players and think-tanks

#### **Scope & Impact**

- Contributes to designing and achieving the delegation's objectives in relation to policy/humanitarian diplomacy at the national and in cases regional level.
- Participates in the annual planning and budgeting process (Planning for Results) and monitors impact/outcomes. Leads on specific objectives and takes decisions relating to their implementation.
- Support all operations and prevention departments with analysis, networking, and representation as requested
- Monitor national/regional development relating to thematic policies relevant to the local context and initiate internal analytical products

#### **YOUR PROFILE:**

- University degree in a relevant subject (e.g. international relations, social and/or political sciences).
- Master's degree or other specialization in a related subject/policy issue an asset.
- Fluent command of English and/or French, and, depending on the context, a locally spoken language.
- Computer proficiency.
- Good at Report writing, Policy making, Analytical thinking and Stakeholder management

#### **WE OFFER:**

- Dynamic and challenging work in the humanitarian sector and international environment
- Competitive salary with benefits, good working conditions and in-house training/development
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **ASAP**

Submission deadline for applications: **30 April 2025**

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates, regardless of background, race, religion, gender, age, disability, or status.

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: *POSITION – First Name Surname* by email only to:

[ban\\_recruitment\\_services@icrc.org](mailto:ban_recruitment_services@icrc.org)

*Kindly note that only short-listed candidates will be invited for the interview*