



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 endeavours 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 for more information.

Vacancy Notice

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

HR Officer, based in Bangkok

We are looking for a spirited team player with a can-do attitude to join our dynamic team.

HR Officer is responsible for People and Culture (PAC) projects and activities within the Regional Bangkok Delegation (hereunder the delegation) and its sites. The role involves providing PAC services in line with the ICRC policies and local laws and regulations.

ACCOUNTABILITIES AND RESPONSIBILITIES:

- Develops and implements PAC policies aligned with the delegation's needs and local labour code
- Prepares and distributes employee communications (announcements, new policies, etc.)
- Manages staffing processes, including onboarding and offboarding
- Supports PAC Marketing projects such as Career Fairs and internal/external communications.
- Conducts employee surveys covering PAC priorities
- Carries out PAC-related administrative tasks (conflict management, exit interviews, etc.)
- Assists HR Manager with budgeting processes along with Employees' Headcount analysis etc.
- Monitors and improves PAC processes and suggest improvements
- Applies Job Grading system: promotions policy, new salary scale system, prepares promotion offers etc.
- Participates in C&B surveys and ensure data accuracy for Annual Salary Review.
- Acts as a focal point for employee queries on Annual Salary Review, if needed.
- Manages payroll databases and prepare monthly payroll files.
- Works closely with Finance and Administration Managers of the regional delegation.
- Ensures support directives on social coverage, salary advances, loans, and overtime.
- Ensures compliance with PAC documentation flow and local labor law.
- Implements local PAC practices, taxes, and social security procedures.
- Organizes annual leave planning and prepare related statistics.
- Participates in Annual Compliance exercises and Operational risk reports.
- Engages with PAC-related interlocutors and support negotiations.
- Fosters a positive working environment in the Delegation.

YOUR PROFILE:

- University degree in HR Management, Business Administration with Human Resources focus, or any other related field
- Minimum of 3-5 years' experience in HR position (as a file holder) in similar field
- Fluent in written and spoken English and Thai
- Proficient with IT application and tools; Expert in MS Excel is an asset
- Strong interpersonal and communication skills
- Good organizational skills with strong ability to meet deadlines
- Ability and willingness to work with people of different cultural backgrounds

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: **19 December 2025**

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

*Kindly note that only short-listed candidates will be invited for the interview
and the ICRC will not keep the files of applicants who were not shortlisted.*