



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:

### Regional HR Manager, based in Bangkok

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

The Regional HR Manager is the member of the Management team of the Regional Delegation in Bangkok. S/he works closely with the Head of Support and the Head of Regional Delegation. As a member of the Core Support team s/he reports to the Head of Support. The Regional HR Manager works in coordination with the four regional support services managers responsible for Finance and Administration, Logistics, Information Management and ICT. Due to the structure and the geographic coverage of the delegation, the Regional HR Manager ensures regular support and follow up, including by the visits to the structures in Thailand, Cambodia, Malaysia, and occasionally in Singapore, and Brunei. The Regional HR Manager manages the work of the HR team and is responsible for ensuring that all HR activities, plans and procedures are followed timely and properly. S/he brings insights on HR matters and ensures standards of professional HR services. Finally, the HR Manager translates the delegation's operational needs into the HR objectives and strategies with the aim of addressing humanitarian challenges.

#### ACCOUNTABILITIES AND RESPONSIBILITIES:

##### Employee Relations

- Works towards building the healthy relations between the ICRC as an employer and its workforce by being the link between the managers and the Staff Committee.
- Keeps regular contact with the representative of the Staff Committee.
- Has the overall responsibility for all aspects related to Employee Relations by addressing demands, grievances, or other issues.
- Organizes regular HR meetings to ensure optimal and proper flow of information.
- Initiates and coordinates team building activities.
- Responsible for providing support to the Staff Health Officer in the development of an appropriate system for health and psychological support for staff based in the Regional Delegation.

##### Framework & Compliance

- Revises and updates all HR Policies for resident staff on a yearly basis including the National Staff Regulations to ensure that they are in line with the applicable National Labor laws as well as with the ICRC HR standards.
- Monitors external service contracts and partnerships with HR involvement (i.e., health insurance contract for resident staff, executive search or recruitment companies, language learning centers, etc.). Together with Logistics and F&A department, ensures that procurement and tendering procedures are respected.
- Replies to queries of internal revision, makes necessary follow-up and is responsible for Annual Conformity Exercise.
- Works closely with the Finance and Administration Coordinator on all issues relative to the planning, implementation, and monitoring of the HR budget.
- Verifies and obtains advice from external Legal Advisors when needed.
- Disseminates procedure to report on breaches of Code of Conduct, conducts yearly information sessions informing about the Code of Conduct prevention approach and organization set-up within the ICRC.
- Responsible for the follow up of the audit recommendations.

##### HR Administration and Reporting:

- Has a solid understanding of the standard HR tools and is able to manage timely and correctly the administrative work so there are no delays or backlogs.
- Understands and supervises the Performance Management & Development (PMD) activities and supports line managers in this work making sure that the deadlines for the PMD cycle are met.
- Follows and supports line managers in the planning of regular annual and other leaves. Supports the delegation in ensuring operational continuity by providing sound HR solutions.
- Serves as the focal point for all staff issues including payroll, contracts, insurance, surveys, but also for recruitment, selection, staff wellbeing, career planning, and performance management.
- Acts as the link between ICRC Bangkok and Talent Managers at headquarters in Geneva. Updates and monitors local and international staffing lists.
- Ensures regular updates relative possible constrains for deployment of international staff.
- Supervises, monitors, and grants relevant HR accesses and ensures there are no delays in following on procedures and rules.
- Responsible for timely and quality reporting for management, audit and compliance purpose.

## YOUR PROFILE:

- Bachelor's or master's degree in human resources, Business Administration, Organizational Development, or a related field.
- Minimum 6–8 years of progressively responsible HR leadership experience within a comparable international organization, including roles such as HR Manager, HR Lead, Head of Administration and Finance, or Head of Support Services.
- Demonstrated experience leading, managing and developing HR teams (ideally 7–10 team members) across multiple countries, with the ability to coach, mentor, and strengthen team performance.
- Strong expertise in core HR disciplines, including employment law, HR administration, workforce and organizational planning, compensation and benefits, recruitment and staffing, performance management, learning and development, employee relations, staff health and safety, and employee engagement.
- Sound knowledge of HR systems, databases, and HR information tools, with excellent computer proficiency in a Microsoft Windows environment, local labor laws, competitive employment practices, and international HR standards.
- Excellent interpersonal and communication skills, with the ability to build partnerships across diverse national and international teams and at various organizational levels.
- Fluency in written and spoken English is required.

## WE OFFER:

- Dynamic and fulfilling 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: **as soon as possible**

Submission deadline for applications: **15 March 2026**

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 and the ICRC will not keep the files of applicants who were not shortlisted*