



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:

### Senior Movement Cooperation Officer, based in Bangkok

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

The Senior Movement Cooperation Officer manages the partnership programs between the ICRC and the Lao Red Cross (LRC), Thai Red Cross (TRC) or other National Societies (NS) operating in Laos and Thailand, and supports the mentioned NSs in project implementation, seeks ways to strengthen the capacity of the ICRC. S/he promotes and contributes to a positive working relationship so that the joint efforts of all Red Cross Movement partners better respond to the needs of people affected by natural disasters or other humanitarian emergencies. S/he also supports the Regional Cooperation Coordinator in the implementation and monitoring of the objectives of the cooperation activities of the Bangkok Regional Delegation and reports directly to the Regional Cooperation Coordinator. S/he acts as a focal point on monitoring financial assistance provided to the abovementioned NSs and provide full administrative support to the Cooperation department on the matter concerning LRC, TRC and Vietnam Red Cross (VNRC). When required, in the absence of Cooperation Coordinator, the Senior Movement Cooperation Officer will step in to support operation/ emergency response and to undertake team-leading and coordination functions, both ICRC internally and Movement-wide.

#### ACCOUNTABILITIES AND RESPONSIBILITIES:

##### MAIN ROLES

- Is the focal point in managing the partnership and Movement-related exchanges with NS under designated AoR throughout the project cycle, ensuring alignment between ICRC's priorities with the NS's strategy.
- Advises Cooperation Coordinator and, where possible, relevant units and Management based on contextualized analysis of the NS, relation with/ perception of ICRC, and potential areas of collaboration.
- Manages financially the partnership program with NS under designated AoR, which often includes Cooperation and RFL.

##### GENERAL OPERATIONAL DUTIES

- Maintains contacts and good working relationship with the three mentioned NSs and the IFRC in the region (on full scale for TRC and LRC/ on finance-related, administration and liaison for VNRC) to acceptance, access, reach, and relevance among partners.
- Conducts field visits to monitor cooperation activities and provides relevant feedback.
- Disseminates information related to a) Cooperation (its core functions, how to deal with NSs), and b) Movement issues (structures, components, resolutions, FPs, emblems, etc.).
- Promotes good Cooperation understanding within ICRC interdepartmental structures (including ICRC offices/ sub-delegations covered by Bangkok RD) and liaises with the International Federation.
- Provides internal capacity building and other support on Cooperation/Movement themes required by BAN RD experts as needed.
- Assists in the annual PfR exercise (plan for cooperation objectives and budgets).

##### SPECIFIC ACTIVITIES

#### 1. Managing Partnership

- Plans, implements, monitors and evaluate the programs under the partnership between the ICRC and the NS under designated AoR.
- Initiates or adapts, where/as possible, programs/ projects/ activities of mutual interests and matching with ICRC's areas of expertise and interest.
- Jointly conducts assessments and analysis with BAN RD functional units for activities/ projects planned for NSs under assigned AoR, including PROT, Communication, HD, FAS, etc.
- Monitors the implementation and conducts quality check for activities/ projects performed by NSs under assigned AoR.
- Conducts Due Diligence Assessment to the NS under designated AoR that has financial relation with the ICRC.

#### 2. National Society Capacity building

- Promotes the ICRC's expertise and tools to National Societies under his/her responsibility, and the IFRC with the objectives to enhance and identify gaps in terms of NS capacity building.
- Mainstreams and integrates Safer Access Framework (SAF) into dialogues between the ICRC and NSs. As well as promotes SAF to NSs for them to gain positive perception, acceptance, security, and access to their target communities and groups of beneficiaries.

- Delivers plans and facilitates trainings/ workshops for NSs to ensure the enhancement of their capacities.
- Provides support to coordinate with units/colleagues within the ICRC that are relating to the contribution to NSs in the area of capacity building and relevant supports e.g., Communication, PFL, etc.

### **3. MOUV Coordination**

- Assists in maintaining contact and regular exchange with the Movement partners operating in the countries of AoR.
- Assists in the promotion and mainstreaming Movement policies (e.g., Seville Agreement 2.0, SMCC) to partners to enhance coordination and cooperation within the Movement, particularly in the assigned AoR.
- Assists in monitoring the relationship between ICRC and IFRC/PNS and initiating areas of collaboration in alignment with ICRC's expertise.

### **4. Administrative tasks**

- Ensures smooth day-to-day running of the Cooperation department (writing correspondence, filing, reporting, accounting, logistics follow up, meetings, planning, etc.)
- Finance: Finalized annual budget for Cooperation file under areas of responsibility, tracks Cooperation expenditures against budget, processes bills, transfers and AoEs, and checks all bills submitted by CRC and ensuring financial transactions take place according to the ICRC's financial rules and policies.
- Liaise with Finance and BAN Cooperation team for all matters related to Coop finance
- Provide full financial support to process the bills related to thematic programs concerning the mentioned NSs, e.g., PFL
- Acts as the unit's records manager, ensuring all relevant institutional documents are stored and shared on TS and other platforms available for reference.

### **5. Reporting tasks**

- Writes minutes of meetings and workshops.
- Drafts internal institutional reports regarding Cooperation (e.g. NS briefing notes, Monthly Operational Report, PfR/MfR, situation analysis, quarterly cooperation report, and etc.)

### **6. Interpretation – Translation tasks**

- Interprets accurately from English to Thai and vice versa during meetings and other activities.
- Translates documents from English to Thai and vice versa as required.

### **SUPPORT TO THE DELEGATION**

- Contributes to the Delegation's analysis of the security, socio-economic, cultural and political environment and shares relevant information accordingly.
- Proactively reports on events and changes in LRC and TRC, as well as in Laos and Thailand, that could have an impact on ICRC's activities.
- Participates actively in internal and external meetings as requested/needed.

### **GENERAL DUTIES:**

- Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement.
- Understands and adheres to the ICRC Code of Conduct.
- Understands the roles of the components of the International Red Cross and Red Crescent Movement.
- Respects and observes staff regulations and security rules at all times.
- Represents the ICRC in a professional manner at all times.
- Develops and maintains a pleasant and conducive working environment with colleagues and line managers.
- Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC.
- May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary.

### **YOUR PROFILE:**

- University degree or equivalent.
- Excellent command (spoken and written) of English and/or French. Ideally knowledgeable in another ICRC working language.
- 4-6 years of work experience in international humanitarian work with the ICRC or any other Movement Component (National Society and/or International Federation of Red Cross and Red Crescent Societies) or in a field relevant to Movement Cooperation outside the ICRC.
- Team leadership and analytical skills.
- Good communication, presentational and facilitating skills.
- Excellent networking/ human relations skills.
- Excellent computer skills and familiar with Microsoft Excel and able to work with social media platform/ tools.
- Matured with good understanding of humanitarian environments/ issues and assertives with cultural sensitivity.

**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: **15 April 2026**

Submission deadline for applications: **4 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*