



Vacancy Announcement

Vacant position: HR Assistant

Level: B2

Type of contract: Resident Staff, Fixed Term – 1 year (Extendable)

Place of work: Tehran

A. CONTEXT

Established in 1863, the International Committee of the Red Cross (ICRC) operates worldwide, helping people affected by conflict and armed violence and promoting the laws that protect victims of war. An independent and neutral organization, its mandate stems essentially from the Geneva Conventions of 1949. We are based in Geneva, Switzerland, and employ some 17,000 people in more than 80 countries. The ICRC is funded mainly by voluntary donations from governments and from National Red Cross and Red Crescent Societies.

In Iran, the ICRC promotes International Humanitarian Law (IHL) and works with the authorities in Iran to address the consequences of the 1980-1988 Iran-Iraq war, particularly the issue of missing persons and the contamination by unexploded remnants of war such as mines. The ICRC also contributes to the humanitarian response of refugees and migrants. We work closely with the Iranian Red Crescent Society (IRCS) and other partners.

In accordance with the priorities, objectives and strategies set by the delegation and under the supervision of the HR Manager, the HR Assistant should be accountable for the delivery and execution of HR services in the Delegation and ensure HR processes and policies are delivered consistently and accordingly.

We provide our staff with the opportunity to work in diverse teams around the world and apply their skills in the field to make a genuine difference.

B. JOB DESCRIPTION AND KEY RESPONSIBILITIES

- In coordination with the HR Manager, performs all HR administrative duties independently.
- In charge of staff payroll processing and monthly social security payment.
- Keeps record of staff files and ensures staff files are updated.
- Drafts and types internal and external correspondences in English and in national language independently.
- Participates in career counselling and performance management, including appraisals.
- Acts as Training Relay in the delegation for anticipating, planning and organizing required trainings for staff in coordination with the HR Manager and the regional learning and development centre.
- Updates the ICRC HR software application with personal and professional information;
- Provides administrative follow-up for recruitment and training activities.
- Ensures that information on HR issues under their responsibility is shared with the rest of the delegation.

- Keeps records (e.g. absences) and ensures that HR data is of good quality and kept up to date, particularly regarding salary.
- Carries out procedures related to local HR practice, taxes and social security.

C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University degree in human resources.
- 4 - 5 years of experience in similar fields,
- Fluent in spoken and written English and Farsi,
- Excellent verbal and written communication and presentation skills
- Excellent analytical and reporting skills
- Computer literate, with excellent knowledge of MS Office
- Data and detail oriented and accountable
- Ability to multi-task and work under pressure
- Ability to anticipate and plan, and to meet deadlines; well-structured and organized, autonomous, flexible, showing initiative; good team player
- Knowledge of humanitarian affairs, and working experience with an international organization is an asset

D. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a letter of interest and a résumé in English to the following email address: teh_recruitment_services@icrc.org (On the Subject Line of your email, please enter: **HR Assistant**)
- ALL submissions MUST be received by the closing date of **05 February 2022**
- Only short-listed applicants will be contacted for further process
- Official working hours Sunday to Thursday (40h/week, extendable up to 44h/week if requested by the supervisor): 08h30-17h00 (excluding 30 minutes lunch break)
- Desired start date: **March 2022**