



ICRC

## Vacancy Announcement

**Vacant Position: Cooperation Coordinator**

**Type of contract: Resident Staff – Fixed term contract**

**Duration of assignment: 12 months, extendable**

**Place of work: Tehran**

### A. CONTEXT

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. 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. 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.

### B. Purpose

Cooperation Coordinator is the delegation's focal point for issues related to the International Red Cross and Red Crescent Movement and actively coordinates the building of positive relationships between the ICRC and other Movement components, particularly the local operating National Society (NS), the Iranian Red Crescent Society (IRCS). S/He works closely with the delegation's management to develop its Movement cooperation strategy and provides regular analysis of Movement dynamics and trends that could impact the ICRC's operations.

### C. JOB DESCRIPTION AND KEY RESPONSIBILITIES

- Is responsible for setting operational strategy.
- Guides the development of joint procedures and operational partnership arrangements; Overseas risk-management and accountability activities related to movement partnerships.
- Is the focal point for promoting the national society participation in the ICRC movement platforms and the implementation of the adopted resolutions as needed.
- Develops and maintains a comprehensive overview of the movement's activities and affairs; Advises the Head of Delegation and ICRC staff on Movement, relationships, and coordination activities.
- Maintains an overview of the IRCS activities/operations outside Iran and advises the concerned ICRC delegations in their relationship with the IRCS representatives abroad and in fostering partnerships.
- Contributes to dissemination and awareness raising on the Movement through joint events with the IRCS, National Committee of the IHL (NCHL), and IFRC as appropriate.
- Supports the IRCS in its analysis of external stakeholders (e.g., the UN) and advises, as appropriate, on decisions whether to form operational agreements with them.
- Engages in ongoing and continuous feedback and support, particularly for employees under his supervision, but also other staff members.

### D. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- University Master degree or advanced technical certificate (preferably on Project Management /management)
- Fluent spoken and written in Farsi, and English
- Computer proficiency and ability on software like Microsoft Office package
- 4 years' experience in the same field of activity (including humanitarian, INGO, etc.)
- Prior work experience with Red Cross and Red Crescent movement is preferred.
- Prior experience in project management and in engagement with public entities is preferred.
- Alternatively, experience within an International Organization, with comparable objectives and structures.

E. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a cover letter and a resume in English to the following email address: [teh\\_recruitment\\_services@icrc.org](mailto:teh_recruitment_services@icrc.org) (On the subject line of your email, please enter: **Cooperation Coordinator.**)
- Only shortlisted applicants will be contacted for further process
- ALL submissions MUST be received by the closing date of **Saturday, May 25, 2024**
- Desired start date: **as soon as possible**