



ICRC

## Vacancy Announcement

**Vacant Position:** Intern (paid Internship)

**Type of contract:** Individual contractor

**Duration of assignment:** 3 months (with no possibility of contract extension)

**Place of work:** Tehran, Iran

### A. Background & Purpose

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.

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.

On the occasion of the 75<sup>th</sup> anniversary of Geneva Conventions, the Communication Department of the ICRC delegation in Iran, is organizing an interactive photo & AV exhibition in cooperation with Iranian partners. For the support in organization of the exhibition, as well as selected ongoing communication activities of department, a motivated and creative intern is sought. The intern reports to Communication Officer.

### B. KEY RESPONSIBILITIES

#### 1. Exhibition-related Tasks:

- Assisting in exhibition set up & organization
- Helping with Content Creation as needed
- Assistance in visitor engagement and reporting
- Helping with logistical support as needed

#### 2. Other Communication activities:

- Helping with promotional items' processing
- Supporting the re-organizing the in-house library
- Helping with reviewing and editing ICRC Iran website as needed
- Providing support on selected ICRC communication tools and materials (such as website, booklets, etc), including copy-editing activities

### C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- Currently enrolled in or recently graduated from an undergraduate relevant program (e.g., Communications, Public Relations, (International) Law, and etc.)
- Good level of English language proficiency
- Good organizational and communication skills
- Ability to work both independently and as part of a team
- Adequate proficiency in Microsoft Office Suite; basic graphic design software (e.g., Adobe Creative Suite), and social media is a plus
- Previous experience with exhibitions or event planning is desirable but not required

**D. What We Offer:**

- Hands-on experience in working in an international Organization setting
- A dynamic and creative communication work environment, with focus on specific projects
- A competitive stipend

**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) . Please include "Communication Department Intern" in the subject line.

**This position is a short-term position of 3 months, with no possibility of contract extension.**

Only shortlisted applicants will be contacted for further process.

ALL submissions MUST be received by the closing date of **25 August 2024.**

Desired start date: **ASAP**