



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 endeavours 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 (covering Thailand, Laos, Vietnam and Cambodia) seeks to fill the following position:**

### **HR Assistant - Talent Acquisition**

#### **Job Purpose:**

As part of our HR transformation project, the ICRC Regional Delegation in Bangkok wish to appoint an enthusiast and experienced HR Assistant - Talent Acquisition in support of the HR Manager. The purpose of this position is to ensure the delivery of HR services (recruitment, on-boarding, performance management and off-boarding) supporting the HR Manager by partnering with Managers of the delegation in their people management role and providing help to employees.

#### **Main Responsibilities:**

##### **HR Talent Acquisition**

- In collaboration with the HR Manager, ensures the recruitment process is delivered according to rules and guidelines, and support the managers in this process.
- Ensures the onboarding process is conducted properly for all new comers after validation of the plan from the Managers.
- Build a network to find adequate candidates by developing sourcing channels, and preserving the ICRC branding as employer.

##### **HR Performance Administrator**

- In his-her function of HR Performance Administrator, monitors the performance process and provide support to managers and employees in this respect.
- Conducts training sessions.

##### **HR Administration**

- Handles and monitors a variety function of system administration and data administration in Human Resource Information System (HRIS) ensuring accurate data integration and data processing.
- Ensures legal and ICRC HR framework compliance.
- Provides data analysis and metrics whenever required.
- Responds to all other HR administrative matters.

#### **Qualifications and Skills:**

- Professional Diploma/Degree/Certification in Human Resources/Business or equivalent.
- Minimum 3-5 years of relevant experience in a similar field, especially in recruitment and HR Administration.
- Fluent in written and spoken English.
- Good knowledge of labour laws, local competitive employer's custom and practice.
- Fully conversant with IT tools, HRIS an advantage.
- Result oriented with strong autonomy and organizational skills, and precise in his work.

- Exemplary conduct, represent the HR Department, and handle confidentiality.
- Strong interpersonal skills with the ability to collaborate at all levels of the delegation, both with staff and managers.
- Excellent and effective communication and listening skills.
- Willingness to learn, flexible, compromised and adapt to changes.

**We offer a rewarding and enriching work in a humanitarian and international environment, and also:**

- Initial training and on-boarding organised.
- Opportunity to work in an international working environment in humanitarian sector.
- A competitive salary with benefits.

Starting date: ASAP

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as availability and salary expectation, by email only to:

[ban\\_recruitment\\_services@icrc.org](mailto:ban_recruitment_services@icrc.org) (specify position name at your email title)

Attn: Human Resources Department

The closing date for the post will be: **5 Jun 2019**

(please refer to the source of vacancy announcement e.g. website, newspaper, etc... in the application letter)

Kindly note that only short-listed candidates will be contacted for the interview