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 enthusiastic 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 (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