



ICRC

## Vacancy Announcement

**Vacant Position:** International Humanitarian Law (IHL) Intern (paid Internship)

**Type of contract:** Individual contractor

**Duration of assignment:** Two 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 organisation 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), National Committee on Humanitarian Law (NCHL), and other partners.

In accordance with the general objectives of the ICRC, the IHL Department in Iran plans to hold several events within the next two months and is seeking a junior intern for these upcoming events. Additionally, the intern will be expected to assist with other routine activities of the department during the 2-month internship period.

### B. KEY RESPONSIBILITIES

- Assists with event management and coordination with ICRC partners
- Reviews and drafts event-related texts and communications
- Responds to calls and drafts emails related to events and departmental tasks
- Organises the in-house library
- Supports editing of departmental publications
- Assists the Head of Department with event setup and organisation
- Contributes to content creation for the department
- Engages with visitors and provides reporting
- Provides logistical support as needed

### C. ADDITIONAL DUTIES

- Follows up on all work-related messages and correspondence with the relevant contacts and departments
- Collects and shares information to improve the ICRC's understanding of the environment, humanitarian trends and responses
- Takes responsibility for their own professional learning and development
- Represents the ICRC appropriately during activities, meetings, and in the field, and avoiding any activity that may negatively impact the ICRC's image



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#### **D. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED**

- Currently enrolled in or recently graduated from an undergraduate relevant program (e.g., Law (International), Public Relations, Communications, and etc.)
- Good level of English language proficiency
- Good organisational and communication skills
- Ability to work both independently and as part of a team
- Adequate proficiency in Microsoft Office Suite; basic graphic design software
- Previous experience with event planning is desirable
- To be aware of the delegation's objectives and to possess a good knowledge of the International Red Cross and Red Crescent Movement
- Knowledge of Moot Court procedures is an advantage

#### **E. What We Offer:**

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

#### **F. APPLICATION PROCESS AND JOB LENGTH:**

All interested applicants should submit a cover letter and a resume in English to the following email address: [tehr\\_recruitment\\_services@icrc.org](mailto:tehr_recruitment_services@icrc.org) . Please include "IHL Intern" in the subject line.

**This position is a short-term position of two 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 **22 October 2024**.

Desired start date: **ASAP**