

ICRC Library Associate (12 months)

If you are a recent graduate interested in international law, humanitarianism, and history, if you are curious, meticulous, and agile in a digital environment, this position will interest you. The ICRC Library is looking for someone with a strong interest in documentation and a university or higher education institution degree to join its team for a one-year contract.

Context

The ICRC Library holds unique collections on the International Committee of the Red Cross (ICRC), the International Red Cross and Red Crescent Movement, and international humanitarian law (IHL). Internally, it is a service available to all staff to help them find and access the literature they need. The library also welcomes external researchers and practitioners interested in IHL and the ICRC's work throughout the years. Its online catalogue is the gateway to the most recent scholarship on the subject, documents of diplomatic and international conferences, all ICRC publications, and heritage collections documenting the early development of international humanitarian law and action.

The ICRC Library and Archives are currently rolling out an ambitious programme to enable global digital access to their collections and the long-term preservation of digital materials.

Purpose

Under the supervision of the ICRC librarians, the associate in the ICRC Library will support the library's mission and take part in collections management, outreach, and reader services activities.

Main Responsibilities

Collections Management and Outreach

- Describing and indexing documents in the library management system
- Supporting digitization projects with quality control, metadata enrichment, and promotion of newly digitized materials
- Contributing to internal communications and broader outreach efforts

Reader Services

- Responding to research and interlibrary loan requests
- Welcoming and assisting patrons in the library (1-2 shifts at the reference desk per week, Monday - Friday)
- Training colleagues and researchers in the use of library tools and resources

Education and experience

University or higher education institution (HES) degree.

Applicants should have no more than one year of professional work experience following their most recent degree, or up to two years if the experience consists of internships or traineeships.

Profile and skills

- Interest in the management of library collections in the digital age
- Excellent written and spoken English and French (minimum C1)
- Tech-savvy, with a strong interest in online research and collections management tools
- Patron-oriented
- Strong organizational skills and attention to details
- Good research and writing skills

Additional information

- Location: Geneva
- Type of contract: Associate / Traineeship - 12 months duration
- Start date: 01.09.2026
- Working rate: Full time (40 hours / week)
- Gross monthly salary: CHF 3'935 (13 salaries per year)
- **Application deadline: 21.06.2026**

Interested candidates who meet the above criteria can apply [here](#) until **21.06.2026**.

Applications can be sent in either English or French.

We look forward to hearing about your interest in the role and what you can bring to the ICRC Library team. We especially value cover letters that help us understand the motivation behind your application in your own words.