



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

JOB OPENING STATISTICIAN III Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position to be based in Juba.

Main Duties and Responsibilities:

- Enters statistical data into ICRC database and reconciles its accuracy with different warehouses responsible;
- Ensures appropriate filing of hard copy data and forwarding to the appropriate reference units;
- Enters data backups are regular updated;
- Performs various data processing and statistics independently inclusive item code creation;
- Consolidates KLI data;
- Ensures follow-up and updates of specific files/databases;
- Trains users in ICRCs databases;
- Creates employees profiles and gives access rights;
- Provides training to new staff on use of FSS;
- Creates non-standard item codes and ensures they are updated in all field databases;
- Ensures all field supply system documents are timely closed;
- Ensures that draft requisition orders are either sent for processing;
- Provides remote field supply system support to field logisticians on best practices, correct creation of documents and entry of items.

Minimum Required Skills and Qualifications:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent. Some college coursework completed or an Associate Degree is an asset;
- Additional vocational training in accounting, statistics or logistics or Diploma equivalent level;
- Additional vocational training in administration, accounting, statistics or logistics;
- Minimum 4 years of experience in logistics, statistics, accounting, or similar position;
- Fluent English and Arabic;
- Advanced level in computer skills;
- Skilled in the following competencies: Team Work, Adapting & Learning; Analysis & Synthesis; Communication (ability to express views and ideas)).

Interested candidates should submit their application clearly marked "**Statistician III**" (including C.V. written in English and copies of certificates) at latest **Sunday March 13th 2016** to

either: At the ICRC reception: **The Administrator Juba, Wau, Bor, and Rumbek**
or: By email to : **jub_hr_services@icrc.org**

Only short-listed candidates will be contacted.

Approved Only

