



# ICRC

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

## JOB OPENING **ADMINISTRATIVE ASSISTANT III – FINANCE & HUMAN RESOURCES** MAIWUT

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 based in Maiwut.

### **Main Duties & Responsibilities:**

#### **Finance**

- Manages daily financial activities;
- Processes opening and settlement of working advances;
- Controls and approves invoices;
- Processes settlement of invoices;
- Ensures proper filing and proceeding of all accounting documents;
- Prepares monthly cash forecast in collaboration with different departments;
- Ensures the rules on financial management are complied with and internal financial controls are in place,

#### **HR Management**

- Follows up daily HR issues and ensures application of ICRC internal regulations.
- Organizes regular meetings to allow proper planning, information sharing and common objectives amongst staff;
- Acts as HR focal point;
- Liaises with HR Assistant of other ICRC offices.

#### **Minimum Required Knowledge & Experience:**

- Bachelor Degree, some college coursework completed, an associate degree or equivalent higher education degree;
- 4-6 years of experience in administration, office or service management, client or public relations, or in a field related to the work of the department;
- Advanced conversational in English and Arabic;
- Expert in computer knowledge.

Interested candidates should submit their application clearly marked "**Administrative Assistant III – Finances & Human Resources**" (including C.V. written in English) and copies of certificates at latest **Sunday, March 13<sup>th</sup> 2016** to

either: At the ICRC reception : **Attn Administrator, Wau, Juba, Malakal, Bentiu**  
or By email to : **job\_hr\_services@icrc.org**

**Only short-listed candidates will be contacted.**

Approved July 