



ICRC

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

JOB OPENING OFFICE CLERK I Unity state (temporarily 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, temporarily based in Juba, until the Sub-Delegation moves back to Unity State.

Main Duties and Responsibilities:

- Manages the general office related tasks;
- Booking flights within the Sub Delegation, in collaboration with the logistic and airrops departments;
- Provides support to the Finance and HR department;
- In charge of the stationary management within the sub-delegation;
- Scans all incoming and outgoing letters and other significant documents and sends to the relevant departments for filing;
- Keeps the relevant sections updated in various databases;
- Acts as focal point for archives within the sub-delegation;
- Provides office and clerical support to all departments when needed;
- Independently accomplishes routine tasks;
- Contributes to the written reports of the administration department and to the production of minutes of meetings;
- Ensures proper distribution of ICRC publications to the target audience.

Minimum Required Skills and Qualifications:

- Secondary School education or equivalent degree in secretariat, office or commercial management
- 2-4 years' experience in administration, office or service management, client or public relations, or in a field related to the work of the department
- Conversational in English and Arabic
- Intermediate computer knowledge
- Skilled in the following competencies: Adapting & Learning; Team Work; Planning, Organization & Assessment; Communication (Ability to express views and ideas) Good knowledge of ICRC mandate and activities. Basic understanding of IHL;
- Good knowledge of Unity state;
- Position based in Juba until relocation of the Sub Delegation, in Bentiu or other selected location.

Interested candidates should submit their application clearly marked "Office Clerk I" (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 July

