



ICRC

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

SO. H. 3
Jubaland
20/4/2017

JOB OPENING



ADMINISTRATIVE ASSISTANT III
Based in Juba / For the Malakal Sub-Delegation

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 for the Malakal Sub-Delegation.

Main Duties and Responsibilities:

- Under supervision of the Finance and Administration Manager, is responsible of the administrative tasks for the Malakal Sub-Delegation and its related offices and base camps with regards to Premises' maintenance, Human Resources and Finance;
- Follows up the use of resources, proposes improvements and organizes their implementation;
- Travels to the field to provide the necessary Administrative support to the teams and to replace the sub-sites' administration assistants when required;
- Handles financial responsibilities with regards to the understanding of financial rules and their application in the field;
- Can be requested to handle cashier's duties;
- Support the Human Resources in the understanding of policies and their application in the field;
- Follows-up the Premises contracts and payments, Premises maintenance and office stock replenishment.

Minimum Required Skills and Qualifications:

- Bachelor Degree, some College Coursework Completed or equivalent higher education degree in business administration, finance or economics;
- 4-6 years' experience in accountancy, finance or administration;
- Advanced Conversational in English and Arabic;
- Proven capacity to work independently;
- Expert in computer knowledge;
- Skilled in the following competencies: Communication (written & verbal), Negotiation, Representing the ICRC; Planning, Organization & Assessment; Responsibility & Autonomy;
- Ability and readiness to spend 50%-75% of time in the field;
- Knowledge of geographically assigned area desired (Upper Nile).

Interested candidates should submit their application clearly marked "Administrative Assistant III - Malakal" (including C.V. written in English) and copies of certificates at latest **Thursday, 9th May 2017** to the **Administrator**;

either: At the ICRC reception: **Juba, Wau, Rumbek, and Bor.**

or By email to: jub_recruitment_services@icrc.org



Only short-listed candidates will be contacted. Application files not retained will not be returned.