



**ICRC**

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



**JOB OPENING**  
**Officer Clerk I**  
**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 based in Juba.

**Main Duties and Responsibilities:**

- Announce trainings, write invitations and shortlist candidates for all courses e.g. Integration Courses, Leading a Team, Effective presentation, working in the ICRC and others;
- Liaison between external and internal resource persons and participants & co-ordinate with the welcome department;
- Compile lists of course participants and edit according to the attendance;
- Book and prepare the venues,
- Prepares welcome packages
- Sends program and set-up to hotels
- Packs and unpacks course materials
- Maintains the store and inventory of stationary, materials, publications, CDs and DVDs
- Liaise with the hotel on accommodation and conference;
- Arrange for transport as necessary together with fleet manager;
- Prepare documents, files, publications or other materials as required for courses
- Print of certificates.
- Filing of documents, correspondence and course handouts
- Enters statistics of courses delivered by LnD Juba trainers
- Takes inquiries when trainers are in the field and liaises with concerned departments
- Makes arrangements with hotels concerning set up of the conference room and social events during LnD courses and seminars.
- Carries out payment of service providers where there is need for cash payments.
- Verify invoices and receipts for training activities
- Follow up with Finance department regarding the above mentioned payments

**Minimum required knowledge & experience:**

- Diploma in Secretarial or recognized equivalent;
- Computer literate.
- At least 2 years' experience in a similar function with an administrative orientation, and good references
- Good organizational and communication skills;
- Good sense of responsibility;
- Good analytical skills;
- Able to work in a team; determination & Initiative.

Interested candidates should submit their application clearly marked "Office Clerk I Juba" (including C.V. written in English and copies of certificates) at latest, **Friday, 21<sup>st</sup> July 2017** to **the HR Manager**.

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

**or** By email to : [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)



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