



ICRC

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

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Approved
MLP Sarinas
04 AUG 2017
Laghdad
4/8/2017

**JOB OPENING for
Premises Assistant
Based in Wau, Western Bahr El Ghazal State**

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.

Main Duties and Responsibilities:

- Plans and supervises the work of the domestic staff, maintenance team, and daily workers.
- Follows up on maintenance requests, supervises and advises on any maintenance work and ensures the respective filing of documents.
- Ensures premises are up to ICRC standard (furnishing, security and functionality) and suggest improvements based on assessment of situation.
- When applicable assists and advises the base-camp managers in the organisation of their premises.
- Keeps all lease contracts organized (soft and hard copy) and keeps all databases up to date. Under the supervision of the administrator establishes and follows-up on contracts and lease agreements.
- Manages the supply and distribution of coffee break, water, cleaning material: ensures that the replenishment is organised on time, ROs are done and submitted for validation promptly and accordingly. Calculates the consumption statistics and suggests improvements.

Minimum Required Knowledge & Experience:

- 'A' level or equivalent degree in business, engineering, office or commercial management. Some college coursework completed or an associated degree is an asset.
- Additional vocational training in plumbing, construction or electrical work is an asset.
- 3-5 years' experience in administration, office or service management, maintenance supervision, or in a field related to the work of the department.
- Conversational in English and Arabic.
- Intermediate computer knowledge.
- Skilled in the following competencies: Planning, Organization & Assessment; Supervision & Team Work; Adapting & Learning; Communication (Ability to express views and ideas); Representing the ICRC.

Interested candidates should submit their application clearly marked "**Premises Assistant - Wau**" (including C.V. written in English and copies of certificates) at latest **23 August 2017** to [HR / Administration](#);

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



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