



ICRC

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



JOB OPENING Office Clerk 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 & Responsibilities:

- Performs general Welcome office tasks
- Keeps Welcome Database updated archive
- Follow up requests for the maintenance team
- Inventory of maintenance equipment
- Administration and databases
- Manages the Lotus Notes Inbox of the Team and attributes tasks
- Attributes requests to Welcome Team and manage the incoming messages.

Minimum Required Knowledge & Experience:

- Secondary School education or equivalent degree in secretariat, office or commercial management. Some college coursework completed or an Associated degree is an asset
- 2-3 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); Representing the ICRC

Interested candidates should submit their application clearly marked "**Office clerk**" (including C.V. written in English and copies of certificates) at latest **Thursday, 12th January 2017** to **The HR Manager**;

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.