



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



JOB ADVERTISEMENT
ADMINISTRATIVE ASSISTANT 1
Malakal Sub delegation based in Udier (Fixed Term Contract: 3 months)

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 working for Malakal Sub delegation based in Udier.

Main Duties and Responsibilities:

- Manages daily admin/finance tasks in coordination with Administration; working advances opening and clearance, bills, safe, cash count, purchasing and reporting;
- Manages the working advance procedure;
- Manages the payment of daily worker and ensures that the standard procedure is implemented;
- Manages request of Salary Advance payment;
- Ensures proper financial management of the funds (Cash, Invoices, ICRC receipt);
- Supervises the efficient use of fleet.
- Manages daily airops tasks in coordination with MAL Log and Airops.
- Shares the invoices and expenditure table of the base - weekly
- Prepares internal requests or ROs as required
- Follows the financial rules of the delegation
- Supervises the team of daily workers, caretakers, cleaners, cook and security guard
- Plans the rosters and maintains the attendance of the staff in the base
- Pays incentives and wages as per ICRC policy
- Carries out small purchases at the local market
- Monitors and reports vehicle log books data;
- Monitors and reports airstrip land ability, security and weather conditions prior to flights.
- Hires and supervises daily workers for safe loading/offloading and stacking of goods
- Makes regular contact with all relevant interlocutors and provide regular written or verbal updates to the Field Delegate in charge of the AoR.
- Disseminates and briefs interlocutors on ICRC activities and mandate;
- Follows up the daily HR issues and ensures the application of ICRC internal regulations among the resident
- Reports and helps solving conflicts / problems among staff.
- Follows up the leave requests, per diem request with Malakal Administration
- Upon request, supports in the payment of salary of the base staff
- Allocate rooms and tents based on presence list and share with the delegation every week.
- Ensures there are sufficient daily and emergency supplies for the bases and MST

Minimum Required Skills and Qualifications:

- 2 - 4 years' confirmed practical experience in administration, management or premises management
- Bachelor Degree, some College Coursework Completed, an Associate Degree or equivalent higher education degree in business administration, engineering, finance, management or economics.

Interested candidates should submit their application clearly marked "**Administrative Assistant 1 - Udier**" (including C.V. written in English) and copies of certificates at latest **Thursday, 26th April 2018** to the **Administrator**;

either: At the ICRC reception: **Juba, Malakal, Maban, Udier, Bentiu, 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.

