



ICRC

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



JOB ADVERTISEMENT ADMINISTRATIVE ASSISTANT 1 Based in Old Fangak

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 Old Fangak.

Main Duties and Responsibilities;

- Acts as the daily manager of Old Fangak base (Admin, Log, Security, HR);
- Supervises the base's Premises and Logistics staff (domestic staffs, security guards, helpers);
- Welcomes the ICRC teams and set-up the base prior to field trips;
- Liaises with Bor Admin and Logistics on related topics.
- Keeps a continuous links with the community and interlocutors in the area of responsibilities (AoR). Interprets as required during discussions and meetings, and accurately translates basic written documents to/from Arabic / other local languages to/from English;
- When necessary or required, presents and explains ICRC mandate and activities to a variety of external interlocutors;
- Supports the delegate in the planning and preparation of field trips: receives field trip forms, sets-up the base and prepares the equipment accordingly;
- Support other department when requested and as per the define priorities of the sub delegation (SD)

Minimum Required Skills and Qualifications:

- A' level or equivalent degree in business, engineering, office or commercial management. Some college coursework completed or an Associated degree is an asset;
- 3-5 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 Nuer, Arabic is an asset;
- 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 "**Administrative Assistant 1- Old Fangak**" (including C.V. written in English) and copies of certificates at latest **Wednesday, 27th December 2017** to the **HR/Administrator**.

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

or By email to: jub_recruitment_services@icrc.org



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