

Approved




ICRC

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

**JOB READVERTISEMENT
ADMINISTRATIVE ASSISTANT 1 (2 POSITIONS)
Based in Akobo**

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

Administrative Assistant 1 provides secretarial and/or administrative support.

Main Duties and Responsibilities:

- Updates and retrieves data in/from specialized tools and databases.
- Creates and maintains paper or electronic files up-to-date.
- Follow-up on specific processes.
- Drafts and finalizes correspondence, bordereaux, internal presentations, meeting minutes and other documents; shares information among users.
- Updates the timeline, tables and charts, schedule and other tools and ensures invoices are followed up on.
- Prepares for meetings by setting up rooms and materials, including technical set-up for conference calls, presentations and video conferences.
- Carries out secretarial tasks such as making photocopies, destroying documents and managing stationary stocks.
- Applies information-management instructions and ensures compliance with procedures.
- 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, AoE, Invoices, ICRC receipt);
- Manages and ensures the good state of the setup of the Base: generators, water coolers, rooms, kitchen, offices and premises. prepares requests accordingly;
- Manages and ensures the good management of the administration and the kitchen stocks;
- Supervises the adequate use of fleet.
- Supervises the base's premises and administration staff such as housekeepers, security guards, and helpers.
- Sets up the base prior to field trips and welcome the ICRC team to the base.
- Manages daily administration or finance tasks in coordination with Bor Administration in matters related to working advances opening and clearance, bills, safe, cash count, purchasing and reporting.
- Keeps proper records of all the items or stocks in the base and does inventory when required by Field Delegate.
- Follows up the daily HR issues and ensures the application of ICRC internal regulations among

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



the resident staff.

- Responsible for proper and careful reception, inspection and storage of items and reports any issues immediately.
- Manages the security of ICRC premises: setup, guards, adequacy of passive security (outside and inside walls, lights, windows, protection against theft/intrusion/fire/explosions).
- Carries out secretarial tasks such as making photocopies, scanning of documents, sending of pouch, set up the filing system in the base and managing office stationary and place an advance order or replenish the stocks.
- Applies information-management instructions and ensures compliance with procedures.
- Support other departments when requested and as per the define priorities of the Sub Delegation.
- Translates with accuracy in any given situation and upon request (Nuer, Arabic and English).

Minimum required knowledge & experience:

- High school certificate, Diploma or equivalent training.
- Excellent command of English and/or good command of Arabic.
- Computer skills, including Microsoft Office suite, SharePoint and IBM Lotus Notes.
- Two years' experience in a secretarial position.
- Geographical remit: delegation-level (field).
- Financial remit: prepares and follows up on invoices.
- Internally, interacts with staff within the Sub delegation
- Skilled in the following competencies: Communication (written & verbal), Negotiation, Representing the ICRC; Planning, Organization & Assessment; Responsibility & Autonomy

HOW TO APPLY

Interested candidates should submit their application clearly marked "**ADMINISTRATIVE ASSISTANT 1 - Akobo**" (including C.V. written in English) and copies of certificates at latest **Tuesday, 2nd April 2019** to the HR Manager.

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

or By email to: brx_recruitment_services@icrc.org



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