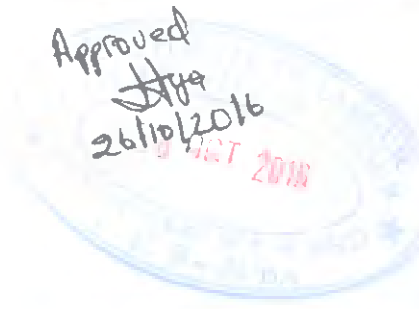




ICRC

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



**JOB OPENING
SECRETARY II
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:

- Drafts/types/translates (English / Arabic) letters, standard correspondence and various notes,
- Files and distributes to the concerned persons,
- Upon requests, translates/types all kinds of other documents (reports, minutes of meetings, technical specification, etc.).
- Drafting of WatHab contracts, upon instruction of Engineers,
- Ensuring the signing of the contract by all approvers
- Ensure the invoices received from the field are processed in time
- Files internal documents (including LN messages),
- Photocopies, scans and distributes messages to all concerned departments,
- Update of lists,
- Answers phone calls, takes messages,
- Takes minutes of WatHab information/working meetings,
- Coordinates with the other departments in the delegation (logistic and administration mainly) in what concerns her work,
- Assist the field based WatHab delegates in the financial follow-up of the projects in the country, and consolidate the programme's financial follow-up
- Consolidate the WPA data (Progress reports and QSR preparation)
- Compiles the field contribution to the quarterly technical report

Minimum Required Knowledge & Experience:

- A' level or equivalent degree in secretariat, 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 Arabic, good written knowledge of English
- Very good 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 "**Secretary II, Juba**" (including C.V. written in English and copies of certificates) at latest **Tuesday, 8th November 2016**

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

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