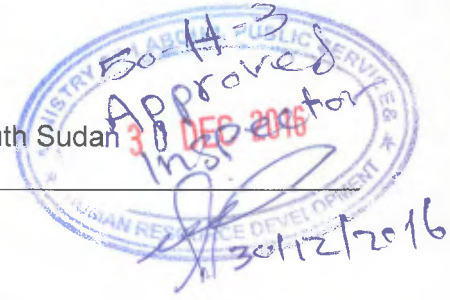




ICRC

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



JOB OPENING OFFICE CLERK I

Upper Nile State - Temporarily 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, which will be based in Juba and the contract will be for the temporary replacement of our employee (maternity leave).

Main Duties & Responsibilities:

- Performs independently routine administrative and secretarial duties for the management and the different departments of the sub-delegation.
- Supports in various office works (e.g. typing of standard correspondence, compiles basic statistics, photocopies, updating of lists and organigram, check printer/photocopy machine).
- Is responsible for organising and following up of the meeting appointments (external meetings) in liaison with the Head of Sub Delegation. Arranges other events for the management.
- Attends the weekly meeting of the sub-delegation
- Registers and distributes incoming external paper mail.
- Prepares and dispatches/receives and distributes internal mail to/from main delegation, sub-delegations and offices in South Sudan.
- Keeps a proper electronic and/or paper filing of dispatch check lists and pouch notifications and follows up on non-deliveries.
- Is responsible of the follow-up of the stationary stock, prepares internal request/requisition orders (together with logistics department) when necessary and ensures the supply.
- In collaboration with Chancellery Juba, performs all additional tasks required for the implementation of standard and new chancellery procedures.
- Compiles Air Travel Requests (ATR) and coordinates with the concerned departments.
- Ensures that visitors are provided with all necessary information, updates the Welcome File.

Minimum Required Knowledge & Experience:

- Secondary School education or equivalent degree in secretariat, office or commercial management
- 2-4 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 I" (including C.V. written in English and copies of certificates) at latest **Thursday, 12th January 2017** to **The Administrator**,

either At the ICRC reception: Juba, Malakal, Maban, Maiwut, Kodok
or By email to : jub_recruitment_services@icrc.org



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