



ICRC

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



JOB ADVERTISEMENT 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:

- Supports the Department with the preparation and follow up of Requisition Orders (ROs); supports the Department with the preparation and closing of working advances; follows up with Field teams on the ongoing distribution for Detention, Restoring Family Links (RFL) and Protection of Civilian Population (PCP) assistance and ensures the reception of the related donation certificates and packing lists;
- Updates the information in the Economic Security Database (EPMT) and produce the monthly statistical report for Assistance; ensures the reconciliation of donation certificates and packing lists.
- Answers and redirects incoming calls and answers callers' questions; welcomes visitors, provides them with information and directs them to the appropriate staff member; prepares the Protection Office Figures every month;
- Ensures re-transmission to the relevant sub-delegation of any request (letter, email, phone call, etc.) coming from beneficiaries or National Societies (NS) or any other organizations who contact directly the Protection office in relation to a Protection case/issue; updates lists of interlocutors for the Protection Department and manages the greetings card process;
- Gives support during emergency situations i.e. to receive/organize/treat protection cases (phone calls, emails, letters, etc.); ensures reception and distribution of the pouches from sub delegations;
- Responsible to open, treat and distribute the incoming Protection bordereaux and to prepare and send the outgoing bordereau;
- Follows up the flow of Red Cross Messages (RCM), including detention related RCMs if not sensitive; Ensures that they are censored properly and/or translated and distributes them to the relevant field teams or to the South Sudanese Red Cross (SSRC) Headquarters;
- Identifies each RCM with one unique number and follows up on the distributions of the RCM using the RCM tracking Slips; prepares drafts of routine correspondence mostly related to tracing cases and coordinates their distribution in coordination with Chancellery; assists with organizing workshops/seminars/training for the Protection Department;
- Ensures contact with other internal departments (Welcome, Logistics, Administration, Premises, Chancellery, and ICT etc.) to follow-up on for various needs of the Protection Department (incoming staff, visitors, repair work etc.);
- Prepares for internal meetings by setting up rooms and materials, including technical set-up for conference calls, presentations and video conferences;
- Organises Protection briefings of new delegates, establishes adequate and updated briefing files for new Field/Protection mobile and resident staff;
- Carries out data processing for the Protection Department; manages the stationary and consumables, ensures timely order, follow-up; keeps an overview on the Protection related blank forms' stock in order to alert sufficiently in advance the relevant team member when new order/printing is required;

Minimum Required Knowledge & Experience:

- A' level or equivalent degree in 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; 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 "**Secretary II - Juba**" (including C.V. written in English and copies of certificates) at latest **Tuesday, 19th December 2017** to the **HR Manager**.

either At the ICRC reception : **Juba, Wau, Bor, 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 be returned.