



ICRC

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

Vacancy Advertisement

ICRC – South Sudan



FUNCTION: Administrative Assistant 2 - Staff Health

PLACE OF EMPLOYMENT: JUBA

PURPOSE

Administrative Assistant 2 provides complex secretarial and/or administrative support in a health setting.

FUNCTION DESCRIPTION

- Supports implementation of Staff Health projects, services and programmes.
- Supports the staff health team to implement ICRC administrative protocols and delegate tasks where needed (such as contact or STM data base) and follow-up
- Completes accounting processes, including detailed records of medical and office supplies stock and timely follow-up of invoices
- Produces statistics and updates data using specialized tools (such as Staff Health Activity Database and STM).
- Independently drafts and finalizes correspondence, internal presentations, meeting minutes and other documents; shares information among users.
- Prepares for meetings including daily staff health team (setting up rooms and materials), including technical set-up for conference calls, presentations and video conferences.
- Independently carries out complex secretarial tasks.
- Assists with organizing seminars, training sessions and workshops; liaises with internal and external contacts and service providers related to their work and follows up on expenses.
- Contributes to producing staff health related tools adapted to their unit's needs.
- Applies information-management instructions and ensures compliance with procedures esp. related to the handling of strictly confidential data, including in terms of user training (practices and tools) where needed.
- Keeps files (non-patient) up-to-date and ensures that records are managed in a timely and proper manner.
- Oversees the staff health filing system on team space and in the strictly confidential library

Education/Professional Experience Required:

- High school diploma or equivalent training.
- Good command of English and/or good command of Arabic (written and verbal); other languages an asset.
- Good knowledge of medical terminology
- Excellent computer skills especially in Word and Excel, including Microsoft Office suite, SharePoint and outlook.
- Five years' experience in a secretarial position, preferably with a health organisation that requires strict confidentiality.
- Excellent communication skills

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

HOW TO APPLY

Interested candidates should submit their application including copies of relevant certificates and nationality ID in English, to ICRC offices in **Juba, Bor, Rumbek, Yei, Malakal, Bentiu and Wau** or by email to: jub_recruitment_services@icrc.org until Monday, 11th June 2021 to the HR Manager.

1. Motivation letter setting out why you are the most suitable candidate for this role.

2. CV, copies of certificates and nationality ID. Please clearly mark the position title in the subject title of your email.

Equally qualified women are strongly encouraged to apply

Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned

