



ICRC

International Committee of the Red Cross (ICRC), South Sudan

Approved
30.11.23
MOA
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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.

Disclaimer:

The ICRC does not request any form of payment at any stage of the recruitment process (application, interview, processing, training, or any other fees). Any such request is fraudulent and should be reported immediately. Only shortlisted candidates will be contacted.

External/Internal Vacancy Announcement

FUNCTION: **Assistant and Information Management Officer**
PLACE OF EMPLOYMENT: **Juba, Central Equatoria**

Purpose

Under the supervision of the EA & IM Officer, the Assistant and Information Management Officer oversees information management in the delegation and provides high level support on maintaining a strategic network of interlocutors with the delegation management. S/he acts as a reference person for information management products, procedures, written protocols, correspondence, and standard tools.

Accountabilities & Functional Responsibilities

- Responsible for overseeing compliance of IM framework and procedures within the delegation.
- Provides high level support to the management team in terms of networking and maintaining contacts.
- Contributes to implementing all information management projects or programs linked to information management in Juba and/or sub-site(s).
- At the request of and under the technical supervision of the Information Management Coordinator, he-she helps manage specific projects/files.
- Maintains general information in reference tools and databases.
- Manages and monitors the use of a range of collaborative tools and databases.
- Compiles and finalizes summaries and regular technical reports.
- Briefs systematically all new staff on information management and organizes regular training or information sessions on IM tools, products, and framework.
- Ensures staff compliance with information management rules and procedures.
- Takes part in discussion on new information management practices and, upon request of the IMCo, is involved in projects and/or contributes to the development of new information management projects and products.
- Works closely as technical line to support IM focal point staff in Juba and sub-sites.
- Provides technical support and guidance to staff in the delegation on information management needs.
- Ability to travel within country, (South Sudan).

Certification/education required.

- University Degree or higher in the field of International Relations, Economics, Information Management, Information Science, or any other related field.

Only short-listed candidates will be contacted.



- Possesses sound Excel (e.g., pivot tables, functions, etc.) and SharePoint skills and is comfortable in analysing diverse datasets.
- Proficiency in two languages (English and Arabic) are mandatory.

Desired Experience, Profile, and Skills Required

- At least 2-3 years of relevant working experience with IM with high-level administrative support in a multi-cultural humanitarian environment.
- Ability to translate planning-specifications into technical briefs for information capture and analysis, and vice versa.
- Effective organizational and communication skills with a disciplined pedagogical approach.
- Strong capacity in prioritizing tasks and treat information in a confidential manner.
- Ability to work within a diverse and multi-cultural team.
- Ability to manage diverse files in a multi-cultural and regional working environment.
- Ability to work efficiently across multiple priorities and people.
- Adaptability and teaching skills with leadership skills.
- Very good communication and negotiation skills and command of other local languages is desirable.

Application Instructions

Applicants should create an account in the e-recruitment system via [Job Ad | Southsudanjob.com](#) before applying.

Hard copy applications can be submitted to the ICRC Country Head Office, located along Ministries Road, Amarat, Juba – South Sudan. **Online applications are highly encouraged.**

All applications must be submitted online addressed to the **HR Manager**.

The deadline for application submission is on Friday 18th July 2025 at 5:00 P.M. Due to the urgency of this position, candidates will be shortlisted on a rolling basis, and the position may be filled before the application deadline once the most suitable candidate is identified.

A one-page cover letter and a CV of no more than two pages, both in English, must be submitted to support your application. **Only complete applications will be considered.** Please note that this position is open only to South Sudanese nationals.

Commitment to Diversity

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants, especially women and persons with disabilities.

We encourage persons with impairments to clearly indicate in their application how we can assist them during the recruitment process.

Code of Conduct and Confidentiality

The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct.

All applications will be treated with the strictest confidentiality.



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