



**ICRC**

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



**Vacancy Advertisement  
ICRC – South Sudan**

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**FUNCTION:** WELCOME SUPERVISOR 1  
**PLACE OF EMPLOYMENT:** JUBA

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The Welcome Supervisor coordinates the activities of the Welcome department ensuring that Welcome arrangements – including pick-up/drop off of ICRC staff and guests, travel arrangements, visas and permits, official registration and accommodation – are organized as smoothly as possible.

**FUNCTION DESCRIPTION**

- Supervises and coordinates the activities of the Welcome department.
- Coordinates and ensures timely pick-up and appropriate accommodation (hotel, apartment, house) for staff and guests; makes sure that they receive all the information/documentation they need.
- Interacts with relevant authorities regarding visas, permits, registration, etc.
- Coordinates and ensures the organization of staff travel (plane, train, bus, etc.) by the most cost-effective means and, if required, coordinates drop-off at/pick-up from airports, stations, etc.
- Ensures communication between ICRC offices, sub-delegations, delegations and/or headquarters regarding staff travel and with participants at events/seminars.
- Ensures all appropriate databases are kept up to date on staff members, missions and other travel, document validity, residences, hotels and any other relevant information (airlines, telephone numbers, etc.).
- Negotiates tenders, deals, prices and discounts with service providers (travel agencies, transport companies, hotels, etc.) together with the Administration
- Supervises, coaches and provides guidance to Welcome staff in agreement with the Administration.
- In charge of specific file and replacing members of team when needed

**MINIMUM REQUIREMENTS:**

- University degree or advanced technical certificate ideally within the field of administration, travel, tourism, public relations or similar field
- 6 years' experience in the same field of activity
- Fluent command of spoken and written English and Arabic
- Computer proficiency and ability to run specific software.
- Proven knowledge of South Sudan Government regulations and authorities responsible for issues related to presence of expatriates in country (visas, entry permits, etc.)

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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.

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**HOW TO APPLY**

Please submit in English, to ICRC offices in Juba, Malakal, Bentiu, Yei, Bor and Wau or email: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org) until Monday, 20<sup>th</sup> July 2020.

1. Motivation letter setting out why you are the suitable person for this role.
2. CV

Please clearly mark the position title and your name in the subject title of your email.

