



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

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Approved



19/09/2025

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: **Premises Maintenance Officer**
PLACE OF EMPLOYMENT: **Malakal, South Sudan**

Purpose

The Premises Maintenance Officer ensures proper maintenance of ICRC premises and equipment. Participate in the management of leases and contracts, passive security in coordination with the Security, maintenance, cleaning team.

Functional Responsibilities

- Coordinates the maintenance team and ensures that premises and equipment are properly maintained and that all utilities are working as they should.
- Supervises and controls maintenance-related expenses for the assigned premises.
- Deals with external service providers where relevant and coordinates/supervises their work.
- Orders or purchases any necessary material and supplies, in coordination with logistics staff, and maintains stocks.
- Keeps proper related files and statistics.
- To carry out other duties of a similar nature from time to time as may be required by the Line Manager.
- Understands and supervises the Performance Management & Development (PMD) activities for employees under their supervision.
- Makes sure that deadlines for the PMD cycle are met.
- Engages in ongoing and continuous feedback and support, particularly for employees under their supervision, but also other staff members.
- Organizes regular meetings within their team to ensure optimal coordination of the work and proper flow of information.
- Ensures that job descriptions for employees under their supervision are up to date; seeks feedback and support from the HR Department if needed.
- Plans and coordinates the annual leave of the employees under their supervision ensuring continuity of the operations throughout the year and making sure that there are no outstanding holiday balances at the end of the year.
- Coordinates and supports the employees under their supervision in their personal development by coaching and advising them on internal and external training and development possibilities.
- Follows up on all work-related messages and correspondence with the relevant contacts and departments
- Is aware of the delegation's objectives and has a good knowledge of the Movement and other contacts relevant to the position.
- Collects and shares information to improve the ICRC's understanding of the environment and humanitarian trends and responses.
- Represents the ICRC in an appropriate way during activities, in meetings and in the field, and avoids any activity that may reflect negatively on the ICRC's image.
- Takes responsibility for their own professional learning and development.



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Academic background

- Additional vocational training in construction, maintenance, architecture, engineering, electricity, plumbing or any similar technical field.
- Advanced conversational in English, Juba Arabic and/or other relevant language.
- Intermediate level in computer skills (Excel and Word)

Professional background

- 2-3 years' experience in a similar position or in construction, maintenance, architecture, plumbing, electricity, or any similar technical field.

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 or Malakal Field Office– 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 Thursday October 09th 2025 at 5:00 P.M.

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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