



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 armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Administrative Assistant, based in Chiang Mai

We are looking for a spirited team player with a can-do attitude to join our dynamic team.

As a team member of the ICRC in Chiang Mai Sub-delegation, the main task would be to provide administrative and secretarial support to the ICRC humanitarian operations in the North of Thailand.

ACCOUNTABILITIES AND RESPONSIBILITIES:

General

- Provide strong support Finance and Administration Manager of ICRC in Chiang Mai
- Administrative responsible for a sub-delegation structure
- Follow up of HR issues if requested
- Contributes to the elaboration of the budget and other financial reporting
- Maintains contacts with external interlocutors
- Permanently updates hims

Finance

- Responsible for cashier tasks
- Drawing up complete accounting documents (including invoice, sticker, etc.)
- Responsible that all documents and attachments are duly signed by the person responsible
- Validates and follow up billing of private expenses for international and local staff
- Checking the signing financial documents, working advance based on financial rules
- Reports of any irregularities immediately
- Ensures respect of financial guidelines and its timely procedures
- Maintains confidentiality of financial data

Support to Health Programme

- Provide adequate supports to Health Team in the Chiang Mai office for accounting documents.
- Coordinates with staff members, partner hospitals and Bangkok office in relation to medical billings, clarification, translations, and payment
- Prepares and provides documentation wanted by donor and Health team
- Supports to health trainings in term of working advance, contact local service providers and rent

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Others

- Replace Finance and Administration Manager of Chiang Mai in her absence
- Supervises housekeeper and security guard upon request
- Liaises with landlord and Premise on contract and renting issues

YOUR PROFILE

- University degree or business and administration education
- 3 years' work experience in a similar function
- Very good in written and spoken English
- Very good computer skills
- Capacity to work independently
- Rigorous and trustful person
- Flexible, punctual and have high sense of response

WE OFFER:

- Dynamic and challenging work in the humanitarian sector and international environment.
- Competitive salary with benefits, good working conditions and in-house training/development.
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **ASAP**

Submission deadline for applications: **30 November 2025**

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: POSITION – First Name Surname by email only to: ban_recruitment_services@icrc.org

*Kindly note that only short-listed candidates will be invited for the interview
and the ICRC will not keep the files of applicants who were not shortlisted.*