



ICRC

Job Vacancy

The ICRC is an independent, neutral organization ensuring humanitarian protection and assistance for victims of armed conflict and other situations of violence. It takes action in response to emergencies and at the same time promotes respect for international humanitarian law and its implementation in national law.

The **International Committee of the Red Cross (ICRC)** is looking for a candidate to fill in the following position

Assistant

➤ Place of Employment	TEL AVIV
➤ Contract duration	12 months (extendable)
➤ Occupation rate	100%
➤ Starting Date	As soon as possible
➤ Grade	B2

Purpose of the Role

The Assistant provides administrative support and responsible for information management, either independently or under the supervision of Information Management Coordinator (blue line). She/he acts as a reference person for written protocols, correspondence and standard tools and for IM procedures and trainings in general.

Main Responsibilities

- Being a support to the management, the Assistant screens, prioritizes, dispatches, and follows up on requests, calls and correspondence and has an overview of the delegation's activities and takes into account its priorities and challenges when making decisions.
- Flags issues and delays; produces and updates the timeline, schedules, and other tools.
- Supervises the updating of other units' contacts. Maintains an active professional network of use to the ICRC.
- Manages appointments and organizes meetings both internally and externally and takes minutes of meetings.
- Drafts formal and informal correspondence and translates incoming and outgoing correspondences for the attention of the Management.
- Compiles and finalizes summaries and regular reports.
- Creates electronic and paper files for the management, feed them with relevant documents and closes them.
- Carries out and supervises secretarial tasks (filling, photocopying, mailing, correspondence with sub-sites, ordering supplies, etc.)
- Participates in the organization of visits by donors and other major figures.
- Acts as access manager backup in coordination with peer colleagues within the Assistants & Information management Team.
- Contributes to the implementation of institutional frameworks, strategies, projects and/or programs linked to Information Management in the sub-site.
- Systematically briefs all new staff on information management and organizes regular training or information sessions.
- At least once a year, conducts missions to the offices and sites.
- Requests business cards and other ICRC stationery items (headed paper, envelopes, etc.) for the sub-delegation and follows up the orders with the logistics center. Ensures that the letterhead stationery, business cards, envelopes, etc. comply with the applicable visual identity rules.
- Follows up the preparation and sending/receiving of the mail.
- Trains and support on Areas of expertise (i.e. correspondence, ICRC protocol and visual identity, use of standard computer technology and ICRC tools, document security and compliance with best practices throughout the information life cycle)

Job Requirements and Experience

- University degree or equivalent training or experience.
- Fluent in Hebrew (native) speaker and Professional Command of English.
- Good Command of French and other languages an asset.
- Proactive, adaptable, forward-thinking and with a positive attitude.
- Preferred experience working in international organizations, NGOs or other diplomatic organizations.
- Advanced computer skills, including Microsoft Office suite, SharePoint.
- Three or more years' experience as an assistant in an international organization or company
- Valid driving license



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Interested applicants are invited to submit their CV, education and work certificate (s) plus three references, in English, to jer_recruitment_services@icrc.org, indicating in the subject line: "**AIMO – Application – Your name**". by latest **July 28th, 2024**.

Relevant applications will be treated, and only shortlisted candidates will be contacted.

"The ICRC values diversity and is committed to create an inclusive working environment. We welcome applications from all qualified candidates."

At the ICRC, we value impact, collaboration, respect, and compassion. We seek candidates who demonstrate behaviors based on these shared values. For more information on the ICRC values, please visit this [page](#).



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