



International Committee of the Red Cross

Somalia Delegation

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ICRC

EMPLOYMENT OPPORTUNITY

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization with the exclusively humanitarian mission to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavors to prevent suffering by promoting and strengthening International Humanitarian Law and universal humanitarian principles. The ICRC Somalia delegation in Nairobi is seeking an experienced and motivated person to fill the position of:

ASSISTANT FIELD OFFICER – KISMAYO (RE-ADVERTISEMENT)

The Assistant Field Officer is responsible for facilitating and contributing to the identification of humanitarian problems and smooth implementation of activities, managing the security situation and providing regular reporting. He/She will perform duties including, but not limited to the following:

Main Responsibilities:

- Provides oral and written situational analysis of Kismayo;
- Assists the Head of Office on any administrative related issues;
- Facilitates and contributes to the effective implementation of projects;
- Highlights potential constraints, challenges or even threats related to the environment in which activities take place;
- Facilitates missions undertaken to monitor projects implemented in Kismayo;
- Arranges and supervises the movement of convoys to and from airport and within Kismayo town;
- Liaises with the security company to ensure the smooth movement of convoys and security at the premises and health facilities in Kismayo;
- Gathers, analyses and reports on contextual information and security issues in Kismayo;
- Receives and briefs visitors in the absence of the Head of Office;
- Maintains a regular oral or written communication flow with the Head of Office on all aspects relevant to his/her function (analysis, contacts, internal management and operations);

Minimum requirements:

- Diploma in a relevant field;
- At least 2 years work experience in a similar field;
- Proficiency in Microsoft Office Suite;
- Fluent in written and spoken English and Somali;
- Excellent analytical and reporting skills;
- Sense of organization;
- Confirmed capacity to work independently;
- Confirmed knowledge of the area of responsibility.

Interested and qualified persons with the required experience are invited to submit their application to the **Head of Human Resources Department, ICRC Somalia Delegation**, on the email address sok_hrrec_services@icrc.org. Closing date is **31st August 2017**. Please indicate the position title in the subject line of your email message.

NOTE THAT ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

*Please note that **only short-listed candidates will be contacted** and canvassing will lead to **automatic disqualification**.*