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.

EMPLOYMENT OPPORTUNITY

HEAD OF OFFICE
JOWHAR

About the Job

The Head of Office manages the office in Jowhar and monitors activities for Beletweyne Antenna. He/she supervises the operations in Hirshabele region in accordance with the strategies, objectives, programs and actions defined by the Sub Delegation it reports to. He/she will operate under the supervision of the Head of Sub delegation.

This is a resident/National position based in Jowhar, Somalia.

Duties and Responsibilities

- Implements and monitors operational issues, programmes and activities under his/her area of responsibility, in liaison with the respective Delegates
- Contributes to representing the ICRC, interacting or coordinating with several external stakeholders, humanitarian actors, international community and donors
- Contributes to defining and implementing the office's security rules in line with the overall security framework established by the Delegation
- Provide analysis of the security environment, related risks, proposes mitigation measures and supervises their implementation
- Facilitates the collection of protection-related information from the local community and implements the relevant protection activities in coordination with respective departments
- Maintains constructive relations with the Somali Red Crescent Society (SRCS) branch and its sub branches
- Supervises and follows-up all administrative, HR and Finance related matters of the office and ensures adherence to the relevant procedures
- Supports the Communication department’s missions and initiatives
- Manages and continuously monitors performance for staff working under his/her responsibility
- Ensures timely and accurate internal reporting

Minimum qualifications and required competencies

- University degree in Business Administration or relevant qualification in a related field
- At least 8 years’ professional experience in a similar field of activity
- Excellent knowledge of political, security, social and cultural of the assigned environment
- Comprehensive knowledge of and exposure to a wide range of humanitarian assistance, emergency relief and related protection issues
- Experience in security management in a volatile context
- Proven leadership and management skills
- Excellent, reporting, analytical, negotiation and presentation skills
- Ability to make quick, sound decisions when faced with highly challenging and sensitive matters
- Highly proactive and diplomatic individual required
- Good understanding of ICRC operations and mandate is an asset
- Excellent command of English and Somali language
- Computer proficiency especially in MS Office suite

We Offer

- A challenging job opportunity within a dynamic work environment in an international humanitarian organization
- Training and development opportunities
- A competitive salary with benefits, based on the ICRC Compensation and Benefits framework
How to apply

Apply by sending your cover letter and CV addressed to the Human Resources Manager, ICRC Somalia Delegation, on the email address sokrecruitment@icrc.org. Your cover letter must indicate your current salary and your expected salary range. The closing date is 22nd March 2020. Clearly 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. Any enquiries about the position should be addressed to sokrecruitment@icrc.org.