



ICRC

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 ADMINISTRATIVE ASSISTANT MOGADISHU

About the Job

Administrative Assistant provides administrative support to ensure efficient operation of the office. S/he supports the Head of Delegation (HoD) and Deputy Head of Delegation (DHoD) - Senior Advisor in Somalia through a variety of tasks related to organization of travels, meetings, and communication. S/he is responsible for confidential and time sensitive information.

This is a national/resident position based in Mogadishu, Somalia.

Duties and Responsibilities

- Schedules appointments and coordinates itinerary for Head of Delegation (HoD) and Deputy Head of Delegation (DHoD) - Senior Advisor with internal and external interlocutors and ensures a proper development and follow up of the Management's planning schedule.
- Coordinates travel to, from and within Somalia for the HoD and Deputy Head of Delegation - Senior Advisor.
- On behalf of the Head of Delegation liaises with embassies, UN agencies and non-Governmental organizations in Mogadishu.
- Maintains an up-to-date list of all the main interlocutors in Somalia, regularly updating their contact details in the internal database.
- Prepares and follows up on the HoD's correspondences with the various interlocutors at central level.
- Is the reference person for all written correspondence whilst ensuring that the ICRC correspondence rules and guidelines are adhered to.
- Organizes transport and accommodation for the HoD in Somalia.
- Performs general secretarial duties (initiation of verbal notes, commercial and diplomatic letters, taking Minutes of Minutes), acts as focal point for protocol, receives visitors and ensures timely dispatch of formal letters and invitations for meetings.
- Plans and organizes internal meetings and functions for HoD/DHoD -Senior Advisor, manages and updates their calendars in Somalia.
- Ensures stock levels are maintained for all inventory and office supplies required within the office.
- Drafts, edits, and produces correspondences, presentations and other relevant documents including briefing files for high level meetings/visits.
- In liaison with the DHoD – Senior Advisor, updates and manages a data base of active networks, internally, and externally, this facilitates/supports in streamlining access to key interlocutors for the Management team in Somalia.
- On behalf of the management participates in working groups, task force meetings, prepares minutes of meetings and share reports.
- Organizes meetings/events, and ensures technical set-up for conference calls, presentations, and video conferencing.
- Ensures proper running of all office systems, handles data base management and filing of documents.

Minimum qualifications and required competencies

- Bachelor's degree in a Business Administration, Business Management, International relations or an equivalent qualification in a related field of study
- 5 years' work experience in as an Executive Assistant, Personal Assistant, or experience in similar role in a busy environment
- Excellent communication and Interpersonal skills
- Strong organizational, planning and time management skills
- Excellent presentation, writing and reporting skills
- Proactive, detail-oriented individual with an ability to work autonomously in a fast-paced environment
- High level of professionalism discretion and confidentiality
- Excellent written and oral communication skills in English and Somali
- Proficiency in MS Office

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 **10th April 2024**. Clearly indicate the position title Administrative Assistant Mogadishu in the subject line of your email message. **Female candidates are encouraged to apply.**

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.

Click on the link for information on data protection: [Personal data protection information](#)
The ICRC values diversity and is committed to creating an inclusive working environment.