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 endeavors 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:

LnD Administrative Assistant (1 Position)

Under the supervision of the Senior Course Administrator, the Administrative Assistant helps organizing and administering the smooth running of all training activities organized by the Learning and Development Regional Unit in Bangkok.

The position holder will have the following responsibilities:

Job purpose:
- Assists in handling all administrative tasks related to training activities
- Liaises with internal/external relevant parties throughout Asia and beyond
- Liaises with providers and suppliers of training-related products and services
- Coordinates with internal stakeholders including administration, logistics and resource persons
- Provides support to training sessions in Thailand
- Contributes to LnD reporting

Other duties:
- Manage all logistics-related aspects of course preparation
- Contribute to reporting and the PfR process
- Assist in filing and statistics
- Follow up course-related expenses, under the supervision of Senior Course Administrator
- Deal with suppliers
- Responsible for stock replenishment

Your education and experience:
- 2 years work experience in a similar function
- Good command of written and spoken English
- Very good computer skills

Competencies requirements:
- Flexible and able to occasional travel within the country/ region
- Ability to work in a multi-cultural environment
- Capacity to integrate and implement ICRC policies and procedures
- Good analytical and communication skills
- Service mind
- Strong interpersonal skills

We offer:
- Dynamic and challenging work environment in the humanitarian and international context
- A competitive salary with benefits with initial one-year of employment contract

Preferred starting date: November 2018

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations, by email only to: ban_recruitment_services@icrc.org (specify position name at your email title) Attn: Human Resources Department

Deadline for applications: 7 November 2018

Kindly note that only short-listed candidates will be invited for the interview