



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. 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:

RFL Asia Online Platform Officer

Purpose

The RFL (Restoring Family Links) Asia Online Platform officer is the technical expert for the Asia region of the Online Tracing Services related to natural disasters and the Trace the Face service related to the Sub-Regional RFL/Missing Migrants Strategy. S-he promotes the policies and best practices established by the Product Manager based in ICRC Geneva, Switzerland and works closely with the Functional Administrator based in ICRC BSSC Belgrade, Serbia

- Sub-Regional RFL/Missing Migrants Strategy - Trace the Face (TTF)

In view of the implementation of the ICRC Sub-Regional RFL/Missing Migrants Strategy validated by the region end of 2017, it has been decided to develop a 'Trace the face (TTF)' online platform which aims at addressing challenges in RFL caseload related to migration and further to that reflects shared concerns within the RFL Network regarding the relatively low success rate of those cases. This platform will be similar to the TTF implemented for Europe.

- Online tracing services in RFL emergency crisis

Asia is the region the most exposed to natural disasters. Many National Societies (NS) in the region are actively involved in RFL in emergency and are looking for support with emergency online tracing solution to be deployed in case of crisis.

S-he provides support in the use of new technological solutions for RFL in the region including possible development of App, tutorials and new teaching material.

Main responsibilities:

- Configuration of the TTF /Online Tracing service platform (front end and back end)
- Coordination and follow-up with the ICRC delegations or Red Cross / Red Crescent National Society involved
- Management of users and their rights
- Users support (help desk)
- Data management (quality, consistency, security)
- Import / export of data set (Unicode UFT-8 format, csv file manipulation)
- Photo optimization (framing, size, contrast and compression). Photos booklets generation based on queries
- Use of matching technologies (name matching and facial recognition)
- Online (search engine, social media, backlinks) and offline (poster, flyers) TTF promotion to identified audiences
- Analyses, trends, indicators and statistics
- Documentation, guidelines and training material

Selection requirements and experience

- Very good command of English and good command of Burmese or Bangla languages
- University Degree and/or higher education degree in information systems, information technology or related discipline - qualifying professional experience may be accepted in lieu of the university degree

- Minimum of 3 years' professional experience in the field of data management and information systems
- Fully conversant with Microsoft Office
- Knowledge of HTML, CSS and SQL
- Working in virtual teams and use of virtual team tools (conferencing, live-meeting)

Your profile

- Strongly motivated by humanitarian work
- Good skills in adult's training an asset, capacity to develop training materials for users
- Ability to provide IT support services
- Excellent communication skills (spoken and written) including capacity to deliver presentations
- Capacity to learn and to adapt to new work methods (self-training)
- Excellent capacity to work independently and/or with minimal supervision
- Capacity to work in emergency mode and accept flexibility in working hours
- Team spirit and capacity to integrate a multidisciplinary/multicultural approach
- Administrative and organizational skills (coordination, sharing information, etc.)
- Sense of responsibility and discretion
- Marked interest for new technologies
- At ease with data manipulation (cleaning, formatting, bulk modification)
- Strong analytical and synthesis skills of data
- Availability to travel frequently in all the Asia Pacific countries

We offer a rewarding and enriching work in a humanitarian and international environment, and also:

- Initial training and on-boarding organised
- Opportunity to work and grow in an international working environment in humanitarian sector
- A competitive salary with benefits

Starting date: January 2019

For further details, please contact Svetlana Ludina (siudina@icrc.org)

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.

Deadline for applications: 15.12.2018

(Only short-listed candidates will be contacted)