Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

LnD Administrative Assistant (2 Positions)

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:** ASAP

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:** 28 February 2019

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