Vacancy Notice

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

Premises Maintenance Officer
Duty station: Pattani

Job purpose:
The Premises Maintenance Officer ensures proper maintenance of ICRC premises and equipment

Main responsibilities
- **Property Management**
  - Maintains and repairs equipment and infrastructure; coordinate and/or supervises any work done by external supplier/service providers to ensure that all equipment and utilities are working as they should
  - Handles requisition orders and purchases in line with logistic procedures
  - Maintains relations with external contacts related to her-his work and keeps monitoring through her-his network the evolution of the market opportunities

- **Security and Safety Responsibilities**
  - Act as person responsible for premises safety and security, independently studying ICRC guidance on this and ensuring ongoing respect of ICRC standards, and other relevant guidance as directed by Administrator and Head of Sub-Delegation.
  - To provide/organise briefings and training on security and safety issues to ICRC staff.
  - Leads engagement with the security company selected by ICRC

- **People Management Responsibilities**
  - Lead and supervise a team of housekeepers that are assigned to each premises for housekeeping work and ensures that appropriate levels of cleanliness and order are maintained.

Requirements and experience:
- University Degree or equivalent;
- Good command of spoken and written English and Thai;
- Relevant experience in similar field;
- IT proficiency (Microsoft Office, Outlook.);

Your profile
- Good interpersonal skills and customer driven attitude;
- Very good communication;
- Rigorous and trustworthy person;
- Good people management 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 in your email subject) Attn: Human Resources Department

Deadline for applications: 24 May 2019

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