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

We are looking for

ICT Specialist
Based in Bangkok

The ICRC regional delegation in Bangkok provides assistance to victims of violence and works with authorities in order to improve the conditions in detention facilities. It is covering operations in Thailand, Cambodia, Laos and Vietnam. It also endeavours to promote and to strengthen humanitarian law and universal humanitarian principles.

The ICT Specialist manages and organizes all ICT systems and services in the location where he/she is posted. S/he assists the ICT Manager in designing and installing ICT infrastructure.

Your main responsibilities:

▪ Ensures ICT inventory is updated regularly and maintains adequate stocks level
▪ Installs, maintains, repairs and monitors ICT equipment in line with ICRC standards.
▪ Keeps technical documentation up to date for all IT installations.
▪ Ensures existing ICT infrastructure is functional
▪ Ensures that global/country-level policies and procedures are implemented and followed
▪ Briefs, advises and trains end-users on the ICRC’s ICT systems
▪ Maintains ICT stock and inventory, carries out regular physical checks
▪ Drafts and updates technical documentation for all IT equipment
▪ May be called upon to manage and train ICT teams

Your education and experience:

▪ Bachelor’s degree or equivalent in IT, electronics, computer science or similar field
▪ Very good ICT knowledge
▪ Very good command of English
▪ 3-4 years’ troubleshooting experience in an area of the ICT service catalogue (e.g. workplace services, telecommunications, IT, helpdesk, etc.)
▪ 1 year of people-management experience is a strong asset

Competencies requirements:

▪ At least 3 years’ work experience in a similar field of activity in a large company, using an integrated accounting system
▪ Experience in ICT trouble shooting
▪ Experience in maintaining ICT
▪ Knowledge of internal control systems and best practices in financial accounting and asset
▪ Experience in a non-governmental or non-profit organization is an advantage
▪ Experience in team management is an advantage

We offer:

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

Starting date: As soon as possible

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: 30 September 2019

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