



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 Course Administrator (1 Position)

Under the supervision of the LnD Course Coordinator, the Course Administrator ensures that the administration and logistics for all learning activities run smoothly. S/He provide all aspects of administrative, logistic, and organizational support. S/he also supports the trainers in the online facilitation and ensures the digital learning management for each course.

The position holder will have the following responsibilities:

Job purpose:

- Provide all administrative support to course participants and deliverers, as well as to ensure smooth delivery.
- Use the Learning Management System and co-facilitate the digital learning support offer to participants for each programme.
- Coordinate with internal/external relevant parties of training related products and services throughout Asia and beyond
- Coordinate with internal stakeholders including participants, administration, logistics and resource persons
- Participate in establishing the yearly course planner, in coordination with course facilitators

Other duties:

- Manage all logistics-related aspects of course preparation
- Contribute to reporting and the PfR process
- Store, maintain, retrieve and supply information using both computerized and manual-based systems for all courses
- Follow up course-related expenses, under the supervision of Course Coordinator
- Deal with suppliers
- Responsible for stock replenishment

Your education and experience:

- Bachelor Degree
- 5 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: **30 November 2019**

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