



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](http://www.icrc.org) for more information.

## Vacancy Notice

The ICRC's Mission of Seoul is looking for an:

### Administrative Assistant, 100%

#### Job purpose

In order to face an increasing number of Administrative tasks, mainly due to its installation and development in Seoul, the ICRC Mission of Seoul is looking for an Administrative Assistant who will be fully responsible of the following files : Administration, Human Resources, Finance, Logistics, Premises, IT. This person will directly report to the Head of Mission of Seoul and will be supported by ICRC East Asia Regional Delegation team in Beijing.

#### Main responsibilities

- Run administrative and human resources tasks, including monthly financial reporting, contract and payment follow-up, etc.
- Assist the organization of public events such as seminars and dissemination sessions carrying out air ticket bookings, hotel reservations, official meals, etc.
- Carry out small scale purchases, such as office material, etc.
- Arrange meetings for the Head of Mission and other staff members
- Perform certain information management duties, such as sending and receiving the Mission's pouch, managing online information, etc.
- Act as interface with relevant colleagues based at ICRC's East Asia Regional Delegation in Beijing for Human Resources, Administration, Logistics or IT issues.

#### Selection requirements and experience

- University degree, preferably in General Administration
- Fluency in oral and written English and Korean. Knowledge of other languages will be an asset.
- Minimum of 2 to 3 years' experience as administrator, accountant or office manager, preferably with an international organization

#### Your profile

- Dynamic, solution oriented and willing to take responsibilities
- Ease to work in a team and to deal with external interlocutors
- Good reporting skills
- Good computer skills, knowledge of Sharepoint appreciated

#### We offer a rewarding and enriching work in a unique international and humanitarian Institution and also:

- Initial training and on-boarding organised, if needed, the person selected must be available for short international travelling.
- Possibilities of participating in a transformation working environment and to share best practice and experiences with other colleagues of your field of expertise

**Deadline for applications: July 13<sup>th</sup> 2017 (Thursday)**

*Shortlisted candidates will be contacted for the second part of the selection process, which includes a written test and an oral interview, both in English.*

**Starting date: August 2017** (exact date to be defined)

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations to ([mbang@icrc.org](mailto:mbang@icrc.org)). For further details, please contact Angeline Prévotat – Finance & Administration Manager ([aprevotat@icrc.org](mailto:aprevotat@icrc.org))