



# ICRC

## External/Internal Job Opening

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 war and internal violence and to provide them with assistance. It also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal principles.

The International Committee of the Red Cross delegation in **Monrovia** is seeking a qualified candidate for the position of:

### **Senior Secretary and Information Management Relay**

*The Senior Secretary & Information Management Relay ensures the good functioning of the secretariat of the ICRC delegation in Monrovia. She/he is responsible for an efficient flow of information within the delegation in Monrovia as well as between the sub-delegation (SD) and other ICRC offices through proactive, autonomous, confidential and exact management of the data flow, as well as its storage, according to institutional policies.*

#### **Main Duties**

- Organises and manages the information flow (internal & external), in line with the needs of the delegation and technological evolutions, proposes changes and improvements in order to ensure the right treatment and sharing of documents.
- Reference person for the following: ICRC rules for correspondence, document security, electronic and paper archives and how to use standard computer technology.
- Ensures that all users understand the need for and apply communication related ICRC policy and procedures.
- Trains and support users on above mentioned topics.
- Contributes to an easier decision making process, ensuring a coordinated and consistent work flow within the management team.
- Carries out or supervises all secretarial tasks, including the management of external contacts.
- Deals with the organization of internal and external meetings and all logistical aspects involved

#### **Required education, skills & experience**

- University or Associate degree in Business Administration and/or Economic
- Knowledge of Office Management
- Very good analytical skills.
- Ability to handle sensitive information with all required confidentiality
- Very good command of English, written and spoken, passive knowledge of French is an asset
- Very good computer skills and very good command of standard Microsoft Office package
- 3-4 years professional experience in same or similar field of activity
- Good interpersonal, leadership, management, communication and presentation skills
- Sense of responsibility and capacity to fix and respect priorities.
- Flexible, motivated and reliable self-starter personality, good sense of responsibility and organization

Interested and qualified candidates should submit their application, CV along with contact details with copies of diplomas and certificates to the attention of: Clearly Marked: **Application – Senior Secretary & Information Management Relay**

**Massa Thompson, HR Responsible**  
International Committee of the Red Cross  
Bushrod Island  
Monrovia, Liberia

**masthompson@icrc.org**  
or hand-deliver your application to ICRC delegation in Monrovia

Application deadline is **Friday, 19 February 2016**. Only short listed candidates will be notified.

For more information about the ICRC, please visit our website [www.icrc.org](http://www.icrc.org)