



ICRC

VACANCY NOTICE, 27th October 2015

The International Committee of the Red Cross (ICRC) delegation in the Republic of the Union of Myanmar is an impartial, independent and neutral organization, undertaking humanitarian activities in various regions of the country. The ICRC is currently looking for a motivated person to fill the position of

Secretary

The Secretary will be part of the Protection department based in **Yangon** and should start in his/her position as soon as possible.

Professional Requirements

The applicant must have:

- A university degree
- Very good command of written and spoken English
- Very good command of written Myanmar Language
- Very good computer skills, including word processing, spread sheets and databases
- A minimum of three years experience in a similar field
- Very good interpersonal skills

Personal Requirements

The applicant must be:

- A Myanmar National
- Patient, self-confident and discrete

The applicant must have:

- Special interest in humanitarian work
- A sense of responsibility and priorities
- The ability to take initiative, to work independently, as well as to work as part of a team

Main Responsibilities

- Prepares outgoing mail, including official letters for authorities in English and Myanmar
- Prepares and follows up meeting requests
- Translates incoming mail and official documents from Myanmar into English
- Manages paper and electronic filing
- Manages databases of contacts and of assistance provided by the ICRC
- Interprets for expatriate colleagues from English to Myanmar and vice-versa
- Receives visitors at the office, including families of detainees
- Liaises with other ICRC departments, including for travel arrangements, procurements of assistance material, etc
- Prepares statistics data report by using management tools

Interested persons should submit an application and a CV by mail to: the **ICRC, Human Resources Department, 2(C)-5, Kaba Aye Pagoda Road, 8th Mile, Mayangone Township, Yangon** or by e-mail to: yan_hr_services@icrc.org not later than **8th November 2015**. Only short-listed applicants will be contacted. For more details, feel free to contact ICRC delegation.

"The ICRC does not discriminate in regards to race, ethnicity, gender, age or disability"

