



ICRC IS RECRUITING

Assistant to the Head of Sub-Delegation

Who are we?

The International Committee of the Red Cross (ICRC) delegation in the Republic of the Union of Myanmar is an, independent, impartial and neutral humanitarian organization whose exclusively mission is to protect the lives and dignity of victims of armed conflict and other situations of violence. The ICRC undertakes humanitarian activities in various regions of the country and promotes international humanitarian law and universal humanitarian principles.

About the Job

The ICRC is looking for the **Assistant to the Head of Sub-Delegation** in Myitkyina. S/he will be part of the Myitkyina Office team based in Myitkyina and should start as soon as possible. The Assistant to the Head of Sub-Delegation will be responsible for monitoring the political, humanitarian and social situation of Kachin, ensuring the strong connection of the Sub-Delegation with Kachin interlocutors and environment, and supporting the Head of Sub-Delegations for field movements and security issues.

Start date: **as soon as possible**

Duties and Responsibilities

- Under the supervision of the Head of Sub-Delegation, you will monitor the political, humanitarian and social environment and identify relevant issues of interest for the ICRC.
- You will assist the Head of Sub-Delegation in further anchoring the ICRC in Kachin State and to maintain/strengthen/extend the Sub-delegation's network among government authorities, Myanmar Red Cross Society (MRCS), local authorities, KIO/A, international and national humanitarian organizations, church and community leaders.
- You will assist the Head of Sub-Delegation in planning and organizing field trips within Kachin State, and to other areas if needed.-
- You will provide analysis of the Kachin environment on a regular basis.
- You will accompany the Head of Sub-Delegations to meetings with interlocutors, and ensure relevant translation and reporting.
- You may be asked to participate in detention visits, assist the team and interpreters from/to English, Kachin and Myanmar languages.
- You will give dissemination sessions to the Sub-Delegation's interlocutors.



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About you

To be successful as an **Assistant to the Head of Sub-Delegation**, you should have the following qualifications:

It is required to have a university degree in a relevant discipline. You should have at least 4 years of work experience in the relevant field and proven ability to organize, mentor/train, prioritize tasks and meet deadlines. You should have proven ability to work effectively with minimal supervision. You should feel confident in coordinating with various partners and counterparts. You should be a stable and robust character, and a good team player. You should have excellent communication skills and be fluent in written and spoken English, Kachin and Myanmar languages. Previous ICRC experience is a strong asset.

We expect from you to have excellent interpersonal and team working skills, the ability to work with different groups, partners and nationalities. You should also be self-motivated with a strong commitment to teamwork and humanitarian principles. You should be flexible, enthusiastic and willing to learn from others. You should have the ability to multitask and cope with competing demands under tight deadlines. You need cope with high workload and stress while identifying priority activities and assignments, and adjust as required. You should have the ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment. The position will be based in Myitkyina with frequent travel within Kachin, and occasional travel in the country. You should be willing to live to Myitkyina.

We encourage all qualified candidates to apply, irrespective of ethnicity, race, gender, disability or age.

What we offer

We offer an employment contract of 6 months with the possibility of extension. We offer a fair compensation package including for example medical coverage and transportation allowances. Furthermore, we provide various training opportunities to develop and strengthen the quality of the services provided to our beneficiaries as well as to support our staff members' professional and personal development.

Need further information?

For more information about the position, you are most welcome to contact our HR Assistant – Recruitment & Selection, Ei Ei Nyein, at yan_hr_services@icrc.org. For general information about the ICRC, please consult www.icrc.org.

Interested?

Then apply! We are looking forward receiving your application by e-mail to:

yan_hr_services@icrc.org

Or via mail to:

ICRC - Human Resources Department

No.2(C)-5, Kaba Aye Pagoda Road
8th Mile, Mayangone Township
Yangon

Or

ICRC Sub-Delegation Myitkyina - Human Resources Department

448, Lane 13
Myay Myint Ward
Myitkyina

Please indicate the Reference Number: **MAN_MYI_2016001**

All applications should include an updated CV and a cover letter expressing your motivation working with the ICRC and in the vacant position, both in English language. Your application should include contact details of three professional referees minimum as well as your salary expectations.

Please send your application not later than **15 June 2016**. Interviews are expected to take place within 2 weeks days after the application closing date. Due to the urgency of the position, the ICRC reserves the right to recruit a candidate who matches the required profile before the above deadline.



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