



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.

## Assistant to Management

**Reference Number:** 2506004\_TGY\_Assistant to Management  
**Salary Grade:** B2  
**Report to:** Head of Sub Delegation  
**Duty Station:** Taunggyi  
**Application Deadline:** 13/07/2025  
**Start date:** As soon as possible

### Job purpose

The ICRC's Management Unit is looking for an Assistant to Management base in Taunggyi (TGY) under the supervision of Head of Sub-Delegation (HoSD). The Assistant to Management provides administrative support to the Taunggyi Management team and is also responsible for general information management for the whole sub-delegation, either independently or under the technical supervision of the Executive Assistant & Information Management (IM) Officer, Yangon (YAN). S/he acts as a reference person for written protocol, correspondence, and standard ICRC tools.

### Main responsibilities

- Independently manage appointments and organize internal and external meetings and events; represent the ICRC to high-level contacts and counterparts in the diplomatic corps.
- Work closely with the Adviser to HoSD to ensure that regular and ad hoc internal (for example Situational- Report) and external reporting requests are compiled in good format and shared with the Management on time.
- In charge of sending and receiving mail from Yangon and following up on all work-related messages.
- Is responsible for writing formal correspondences on behalf of the management.
- Support the field teams with the archiving and classification of operational reports.
- Liaison with the internal departments in TGY Sub Delegation and the Head of Office in KYA (Kyaing Tong) to ensure consistency in the field trip notification submissions.
- Support the HoSD in coordination with other departments in the implementation of minimum-security requirements, and support in the implementation of follow up items.
- Manage and coordinate the flow of information, ensuring that the staff understand and apply the appropriate policies and procedures.
- Support YAN IM to manage and monitor project implementation and programmes related to Information Environment Strategy at the covered sites – Taunggyi, Lashio and Kyaing Tong.
- Draft, review, compile and validate correspondences for management, decision making documents, Minutes of Meeting, and other official documents, and ensure that the information is shared amongst staff members.
- Assist the HoSD and the Adviser to HoSD in the active management and coordination of the Accountability to Affected People (AAP) file at the Sub-Delegation level.
- Supports the YAN AAP officer in the implementation and follow-up of the AAP Plan of Action at the Sub-Delegation level.
- Able to technically support and coach both mobile and resident staff in the Sub Delegation and Office in IM practices.

### Requirements and experience

- At least 2 years of relevant professional experience in Administration, Records Management, Secretarial work, Information Management, Knowledge Management or a similar field of activity.
- Bachelor's degree in business administration, social sciences or equivalent qualification in a related field of study (desired).
- Ability to network, represent the organization externally and engage in dialogue with major stakeholders.
- Fluency in both oral and written communication in English and Myanmar.
- Fluency in one of the other local languages, such as Shan is required.
- Excellent administrative, time management, strong teamwork skills and spirit.
- Excellent communication skills and good analytical skills with creative thinking
- Advanced computer proficiency especially in MS Office suite.
- Fosters collaboration, creativity, positivity, flexibility in the workplace and capacity to adapt to a changing work context.
- Experience in and knowledge of the Shan context is required.
- Ability to withstand stress due to potentially changing context.

## Your Profile

- Strongly motivated by humanitarian work, and proactive attitude
- Effective communication, networking and listening skills
- People person and genuine sense of empathy
- Autonomous and adaptable, with ability to interact collaboratively in a multidisciplinary and multicultural team
- Excellent writing and summarizing skills, and good knowledge of digital tools
- Robust organizational and prioritization capacities
- Capacity to exercise discretion
- Capacity to work under pressure and in a remote environment
- Good understanding of the dynamics affecting Myanmar and its humanitarian consequences

## We offer

- A unique and rewarding opportunity to help the victims of violence in a fast-paced environment
- Initial training and on-boarding organized
- A 12-month contract, extendable
- A competitive compensation package including medical coverage and transportation allowances.
- A training opportunity 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.

## Interested to join us?

Please submit your application (Motivation letter, Curriculum Vitae (CV), 3 referees and salary expectation) by email (not exceeding 5MB) to:

**[yan\\_hr\\_recruitment\\_services@icrc.org](mailto:yan_hr_recruitment_services@icrc.org)**

Please indicate the Reference Number **2506004\_TGY\_Assistant to Management** in the email subject.

Kindly send your application no later than **13/07/2025**. Interviews are expected to take place within 2 weeks 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 and only shortlisted candidates will be contacted.

The ICRC is committed to creating a diverse and inclusive working environment for all its employees. We encourage all qualified candidates to apply, irrespective of ethnicity, race, gender, disability, age, or belief as part of the recruitment policy of the ICRC.

## Need further information?

For more information about the position, you are most welcome to contact our Talent Acquisition Team at **[yan\\_hr\\_recruitment\\_services@icrc.org](mailto:yan_hr_recruitment_services@icrc.org)**.

For general information about the ICRC, please consult **[www.icrc.org](http://www.icrc.org)** and **<https://www.icrc.org/en/where-we-work/asia-pacific/myanmar>**.