



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 for more information.

Administrative Assistant

Reference Number: 2505007_RKE_Administrative Assistant
Salary Grade: B2
Report to: Head of Office
Duty Station: Rakhine
Application Deadline: 10/06/2025
Start date: As soon as possible

Job purpose

The ICRC is looking for an Administrative Assistant to integrate the Rakhine team. Under the supervision of the Head of Office and F&A Manager, the employee will be mainly responsible to oversee all the financial resources and administrative activities such as management of finance, premises, welcome, reception, information management and other administrative staff in a given office and also act as ICT relay.

Main responsibilities

- Takes responsibility for the well-functioning and well-running of the office management (e.g. welcome, secretary, security management, premises, inventory and maintenance).
- Ensures the smooth flow for the reception of new arrivals and ICRC visitors from other sites.
- Manages welcome file such as dealing with guest house, restaurant, points of interest in the area, arrangement of accommodation for the visitors.
- Keeps and controls the stationery and office supplies items with inventory list.
- Ensures adequate premises setup and condition, including office equipment and furniture in accordance with the ICRC standard housing equipment and housing policy.
- Facilitates all maintenance needs in all premises by coordinating with the Premises team and local repairman.
- Responsible for the daily petty cash, maintains the cash limit in the safe and fund request process.
- Observes the cash office hours and ensures the smooth running of the cash services.
- Supervises appropriate setup and management of housekeeping staff and security guards.
- Assists in organizing job interview process in the office and staff medical reimbursements payment.
- Assists operational departments in organizing trainings – catering, venue, stationary items, projector set-up and etc.
- Acts as ICT relay in troubleshooting issues in office, ensures maintenance and contingency measures for ICT equipment.

Requirements and experience

- University degree and/or equivalent
- 2 years' work experience at least in Finance and Administration
- 5 years' overall experience in a secretarial position or equivalent
- Good computer skills, including Microsoft Office suite, excel and etc.
- Excellent command of English and/or good knowledge of local dialects spoken in Rakhine
- Excellent administrative, time management, and organizational skills
- Upholds a high sense of accountability, professionalism, and confidentiality
- Fosters collaboration, creativity, positivity, and flexibility in the workplace
- Experience in NGOs, INGOs is an asset
- Previous ICRC experience is a strong asset

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 remote environment.
- Good understanding of the dynamic 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 6-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), relevant certificates, 3 referees and salary expectation) by email (not exceeding 5MB) to:

yan_hr_recruitment_services@icrc.org or submit your application/ hard copy of your CV to the nearest ICRC offices.

Please indicate the Reference Number **2505007_RKE_Administrative Assistant** in the email subject.

Kindly send your application no later than **10/06/2025**. 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.

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