



*The Federation's mission is to improve the lives of vulnerable people by mobilizing the power of humanity.*

## ASSISTANT - LOCAL CANDIDATE REQUIRED

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Vacancy No: 2012-147-fld

Application Deadline: **26 August 2012**

Date of issue: 27 July 2012

Place of assignment: Budapest, Hungary

Organization Unit/Department/Division: Zone Office,  
Europe

Accompanied status: -

Duration of assignment: 12 months

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### Background:

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian network, reaching 150 million people each year through its 187 member National Societies. The Organisation acts before, during and after disasters and health emergencies in order to meet the needs and improve the lives of vulnerable people. Our work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

### Purpose of position:

To enable the Europe Zone Office to provide effective and efficient assistance to the vulnerable through the strong network of National Red Cross and Red Crescent Societies, Federation regional and country offices, it is crucial to establish a well administrated support function to the Office's Senior Management Team to ensure that all administrative and supportive tasks are conducted in a timely and professional manner.

The position holder will provide administrative and secretarial support to the Europe Zone Head of Corporate Services and National Society Support and to the Advisor of the Office of the Director in the Europe Zone Office.

He/she will draw upon technical support from the Senior Assistant to the Director of Zone Office who will act as team leader for the Europe Zone's assistants group.

### Description of Key Duties and Responsibilities:

Main tasks of the position:

Assist Head of Corporate Services and National Society Support and Advisor of the Office of the Director in the Europe Zone in the effective discharging of their duties.

Provide administrative, technical, secretarial and practical support to the Support Management Team.

Be part of a support team including the Senior Assistant to the Director of Zone and cooperate closely with other team members.

Assist in the management of external relations by developing and maintaining a database for all relevant

contacts.

Liaise with other Federation offices as required and maintain the database for all relevant contacts (staff in field, Representatives, etc.).

Support the line managers in their roles of country focal points by facilitating reporting and communication lines and providing support as requested.

Facilitate arrangements for, prepare presentations for and take notes at meetings, draft minutes and reports for the meetings, and update related documents.

Build up and maintain filing systems for:

- Signed contracts, MoUs, etc.
- Relevant programme documentation
- Relevant documentation of meetings and follow-up

Drafting and finalizing:

- Responses to incoming correspondence
- Contracts
- Financial and related documents
- Reports upon request

Maintain calendars of line managers

Ensure the continuity of services in absence of supervisors and/or the Senior Assistant to the Director of Zone.

Undertake special projects as assigned by the line manager.

#### Duties applicable to all staff:

- Actively work towards the achievement of the Secretariat's goals.
- Abide by and work in accordance with the Red Cross Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

#### Position Requirements

##### Education:

University degree or equivalent.

##### Experience:

At least 2 years of professional experience in the administrative field.  
Experience in working for an international humanitarian organization preferred.

##### Knowledge and Skills:

Ability to work effectively in a diverse cultural context.  
Highly organised and results focused.  
Ability to prioritise and meet deadlines.  
Strong analytical skills.  
Self supporting in computers (Windows, spreadsheets, word processing).  
Administrative and finance skills.

##### Languages:

Strong skills in written and oral English.  
Other language abilities would be an added value.

Competencies:

Accountability  
Diversity  
Integrity  
Professionalism  
National Society relations  
Teamwork  
Communication

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**WRITTEN EXERCISES AND INTERVIEW**

Applicants may be requested to complete written exercises and/or be interviewed

The Federation is an equal opportunity employer.

Currently accepting applications

In order for us to assure a proper comparative evaluation of your application for this vacancy and to enable us to consider your profile against other similar current and future vacancies, we ask that you submit your application through JobNet.

*humanity, impartiality, neutrality, independence, voluntary service, unity, universality*