

## Secretary

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.

The ICRC Special Fund for the Disabled (SFD) in Hanoi is looking for candidates for a: **Secretary (50%)**

The ICRC-SFD regional office for Asia is supporting prosthetic and orthotic services in Vietnam. The secretary works with the project assistant and the head of regional office to support the implementation of SFD operations.

### He/she will be responsible for:

- Performing various office works such as mail preparation and distribution, photocopies, updates of lists.
- Following-up and filing incoming/outgoing correspondence.
- Translates documents from English to Vietnamese and vice versa.
- Handling travel requests, hotel booking and ticketing for office staff, delegates and visitors.
- Providing administrative and logistic support for meetings/seminars organized by SFD or partners.
- Dealing with Vietnamese authorities for visas and residence permits for SFD expatriates and HQ visitors.

### Experience

- Previous work in similar position with a foreign organisation or company.

### Your profile

- Young male or female, comfortable in English, who likes to contribute to the efficiency of a team working for the benefit of persons with disabilities.
- Good organisational skills with ability for writing in English and Vietnamese.
- Persons with disabilities are strongly encouraged to apply for the position.

### We offer

- Dynamic work environment in a humanitarian international set-up
- Good working conditions.
- An agreeable working atmosphere
- Attractive package depending on qualifications

This position is a local position based in Hanoi

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations and university transcript(s), by email only to: [jnininger@icrc.org](mailto:jnininger@icrc.org)

**Deadline:** 15 June 2016