



ICRC

The ICRC is a neutral and independent international humanitarian organisation

The International Committee of the Red Cross (ICRC) delegation in **Cairo** is looking for suitable candidates to fill the following vacancy:

Part-time Secretary (2 positions)

Tasks:

The secretary is required to work at 50% only (20 working hours / week) and will be responsible of assisting in general secretarial duties as follows:

- Perform general secretarial tasks,
- Translate simple documents,
- Prepare paperwork and correspondence including Internal & External Mailing, faxes,
- Arrange appointments for the Department within and outside the Organization,
- Filling and ordering data,
- Receive and assist visitors for the department,
- Updating lists and tables on different platforms/software

Selection requirements:

- Egyptian national currently residing in Cairo, Egypt
- University degree
- At least 1 year work experience in a similar field
- Very good in written and spoken English and Arabic, French an asset
- Very good computer skills (MS Office applications)
- Good communication skills
- Very good team player
- Egyptian national, age 22 – 30
- Responsible and well-organized
- Handles confidential information and applies discretion at all times

Please submit your **CV** by E-mail only to: cai_hr_services@icrc.org.

Please clearly indicate “Part-time Secretary 50%” in the email subject.

Only complete files matching with the profile will be considered.

Only short-listed candidates will be contacted.

The last date for receiving the applications is **15 Sep 2015**