

ICRC GAZA SUB-DELEGATION

Vacancy Announcement

Date: 15.04.24

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 war and internal violence and to provide them with assistance. It also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC office in Gaza is looking for candidates to fill in the following position:

Function	: Hospital Administrator Assistant
Place of employment	: Gaza - Rafah
Occupation rate	: Full time
Type of Contract	: Temporary
Expected Starting Date	: ASAP

Main Tasks:

- **Administrative Support:** Provides administrative support to the hospital administrator, including managing schedules, organizing meetings, and preparing documentation for administrative tasks.
- **Logistical Support:** Assists in coordinating and facilitating local purchases for the field hospital, ensuring timely procurement of necessary supplies, equipment, and services in compliance with organizational policies and budget constraints.
- **Suppliers Communication:** Maintains effective communication with local suppliers, obtaining quotes, and ensuring the quality and timely delivery of purchased goods and services. In collaboration with the Subdelegation Procurement team.
- **Record Keeping:** Maintains accurate and organized records of procurement activities, contracts, and other administrative documentation. Ensures that all records comply with relevant policies and regulations.
- **Financial Tracking:** Assists in tracking and monitoring the budget for local purchases, providing regular updates to the hospital administrator. Reports any discrepancies or concerns promptly.



- **Inventory Management:** Collaborates with relevant departments to maintain an organized inventory of supplies and equipment. Monitors stock levels and support hospital administrator for reordering as needed.
- **Team Collaboration:** Works closely with the hospital administrator, finance department, procurement department and other relevant personnel to ensure seamless coordination between administrative and logistical functions in the field hospital, ensuring ICRC Standard Operating Procedures are followed.
- **Emergency Preparedness:** Is prepared to assist in emergency response efforts, including rapid procurement of essential supplies during crisis situations.

Education and professional experience requirements:

- University degree in business administration or a related field.
- Accounting certification.
- Fluent command of English.
- Computer proficiency.
- Typically, 3-5 years' overall professional experience.
- Minimum 2 years' experience in account payable/procurement process in hospital setting.
- Good knowledge of and experience with financial rules, procurement procedures and supplier management.
- Good knowledge of local market.

Interested candidates fulfilling the above criteria should send the following:

- A detailed C.V. in English.
- Copy of the highest academic degree obtained and relevant work certificates.

Please send your application by email to jer_recruitment_services@icrc.org, indicating in the subject line: " Hospital Administrator Assistant – Application – Your name".

Deadline to send your application: April,25,2024.

In accordance with the Resolution No. 17, 2010 of the Gaza Ministry of Interior, applicants who have a running contract with a Ministry will not be selected.

Only shortlisted candidates will be contacted.