



WE ARE HIRING

Hospital Administrative Assistant

Who are we?

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 endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

About the Job

Hospital Administrative Assistant contributes to implementing, running, and monitoring the hospital programme's objectives in relation to the ICRC administrative tasks at the ICRC supported hospitals mainly in the Emergency department, Outpatient department/Fast Tract and stump revision program in coordination with the ICRC hospital administrator, Hospital Project manager and logistic department. S/he has the capacity to oversee all necessary tasks and objectives and deliver services with a degree of autonomy within the hospitals' settings and contributes actively to planning and coordinating health activities at field level.

Duties and Responsibilities

- **Administrative Support:** Provides administrative support to the hospital administrator, including managing schedules, organizing meetings, and preparing documentation for administrative tasks. Conducts assessments and regular field visits (when relevant) to monitor activities and health-related threats to the population. Ensures proper collection, management of information and in-time reporting. Participates in the analysis of and reflection on the overall health situation; contributes to realistic project proposals in line with the Delegation's objectives and priorities.
- **Logistical Support:** Assists in coordinating and facilitating local purchases for the supported hospitals, 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



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services. In collaboration with the Sub-delegation 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. Liaises and builds networks with local stakeholders to facilitate communication on and coordination of activities, thereby ensuring more efficient implementation of health program. Represents the ICRC vis-a-vis national authorities. Interprets at meetings and translates documents into local languages and/or to English, and assist Delegates and Management
- **Emergency Preparedness:** Is prepared to assist in emergency response efforts, including rapid procurement of essential supplies during crisis situations.

About you

To be successful in this position, you should possess the following qualifications and experience and have the following characteristics:

- Nurse or administrator with degree in hospital/health structure administration or management.
- Accounting/Secretarial certification.
- Computer proficiency, including Microsoft Office suite, SharePoint and IBM Lotus Notes.
- Typically, 3-5 years' overall professional experience.
- Minimum 2 years' experience in account payable/procurement process/Secretarial in hospital setting.
- Fluent written and spoken Arabic and English
- Good knowledge of and experience with financial rules, procurement procedures and supplier management.
- Good connections with local health authorities or groups of interest for the ICRC
- Excellent knowledge of local market and the assigned geographic area

What we offer

- A dynamic and stimulating work setting in the humanitarian environment.
- A competitive salary plus benefits based on the ICRC Compensation and Benefits framework.

Interested?

Yes? Then apply!

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.
- A cover letter.

Please send your application by email to gaz_recruitment_services@icrc.org, indicating in



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the subject line: "VN202515 – Hospital Administrative Assistant – Your name".

Deadline to send your applications: February 15, 2025.

Please note that only short-listed candidates will be contacted.

In accordance with its recruitment policy, the ICRC does not hire the ascendants, descendants, siblings, and spouse of existing staff member (first-degree relatives and in-laws).

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.

For general information about the ICRC, please consult www.icrc.org.



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