

Information-systems technician

Your tasks:

The ICRC's information-systems technicians install, maintain and supervise the operation of HF and VHF stations, fixed and mobile satellite ground stations and the entire IT infrastructure of delegations, subdelegations and local offices. In addition to carrying out installation work, they maintain equipment, supervise traffic, select and train local technicians and operators, and carry out all related administration such as contact and negotiations with local suppliers and authorities.



Boris Heger/ICRC

Selection requirements:

- ideal age 25 to 35
- prepared to accept a one-year posting abroad
- very good command of English and French
- thorough knowledge of word-processing and spreadsheet software
- driving licence (must be valid for manual transmission vehicles)

For job-specific selection requirements please refer to "Jobs at the ICRC" on the ICRC website: www.icrc.org

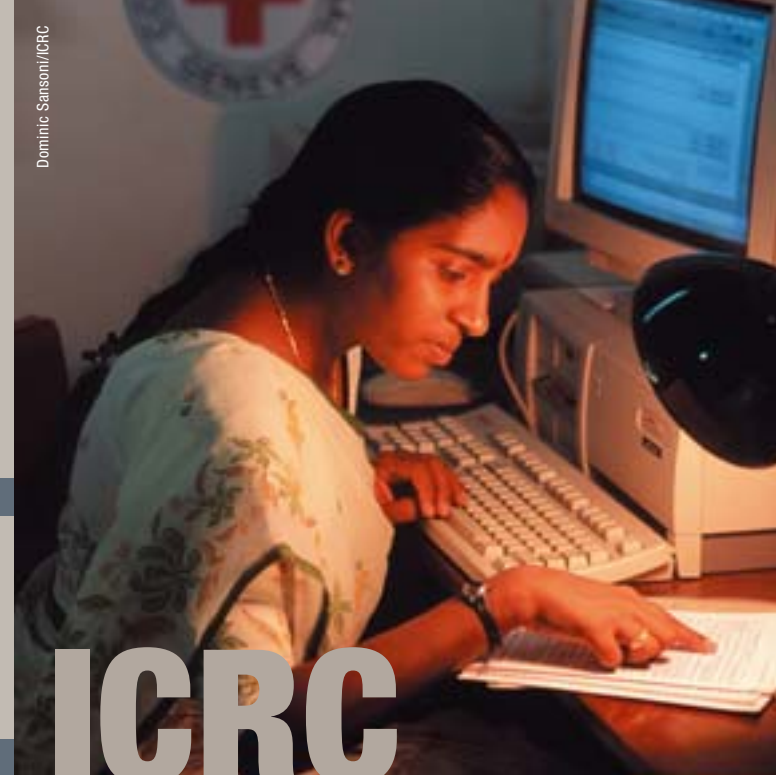
Your profile:

- strongly motivated by humanitarian work
- well-organized
- determined, flexible and diplomatic

What we offer:

- an opportunity to practise your profession in a setting of humanitarian endeavour
- a multicultural working environment
- a training course prior to departure

Dominic Sansoni/ICRC



ICRC

IS RECRUITING:

- Administrators
- Database administrators
- Secretaries
- Information-systems technicians

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ICRC

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ICRC

Administrator

Your tasks:

Administrators play a key role by providing managerial and administrative support for the entire delegation. Their responsibilities are considerable: they handle the delegation's finances, supervise local personnel, manage the premises, arrange for staff housing, oversee the fleet of vehicles, and maintain relations with various contacts outside the delegation.



Paul Grabhorn/ICRC

Database administrator

Your tasks:

Database administrators manage the personal data of prisoners of war, missing persons, unaccompanied minors, and others. In so doing, they contribute directly to protecting these people, and help restore links between family members separated by conflict. They also train and supervise local staff recruited by the delegation, and work very closely with the ICRC delegates.



Leena Reikko/ICRC

Secretary

Your tasks:

ICRC secretaries are specialists who provide secretarial support within a delegation. Responsibilities are varied and include: running the delegation secretariat, writing texts in French and English, processing correspondence, maintaining files and supervising local personnel.



Luc Chessex/ICRC