



## INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

### **(1) Administrative Assistant**

#### **Reporting to : Administration and Facilities Manager**

**Purpose:** The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. The American Red Cross continues to deepen and expand its international programming while also working to strengthen the global Red Cross Red Crescent Network, in order to deliver critical assistance to some of the most vulnerable communities in the world.

The ARC Haiti Assistance Program (HAP) was established to direct the organization's response to the 2010 Earthquake. HAP activities focus on integrated community recovery and preparedness interventions working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and through external partners.

The Administrative Assistant will work under the supervision of the Administration and Facilities Manager and be in frequent contacts with all ARC staff.

#### **Duties Applicable To All Staff**

- Work towards the achievement of overall goals of the operations in the delegation, through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
- Perform other work related duties and responsibilities as may be assigned by the supervisor.
- Respect and work within the code of conduct of the Red Cross Movement.

#### **Specific Duties and Accountabilities**

##### **I. Receptionist**

- Perform reception duties, answer phones, transfer phone calls, greet and announce guests, schedule meeting spaces.
- Monitor and order office supplies in coordination with all departments, ensure basic stock of office supplies for admin department, ensuring basic stocks of office supplies are always available.
- Maintain office correspondence records, incoming and outgoing mail.
- Manage ARC mobile phones (tracking, bills, contact list, etc.).
- Coordinate office services (cleaning, fuel, water, etc.) and arrange drinking water.
- Manage guard service for ARC office space and monitor building access.
- General administrative support to office staff like order business cards.

##### **II. Admin Assistant**

- Provide word processing and clerical support such as filing, making calls, preparing emails, copying, scanning, and typing various documents.
- Handle all documents in a discreet, secure, and confidential manner.
- Assist with setting up meetings and workshops.
- Perform other duties as assigned.
- Manage travel by plane and lodging to the North Region.

### **III. Fleet duties**

- Assist maintaining the data base of drivers' information.
- Assist dispatchers with updating the vehicle movement board.
- Collect and prepares the time-sheets for all drivers and controls their attendance on a daily basis.
- Assist to collect and verify timesheets and overtime for drivers.

### **Additional duties**

- Establish and ensure effective working relationships with all staff.
- Ensure effective working relationships with National Society counterparts and leadership.
- Ensure effective working relationships with technical and service departments at national, delegation, and headquarters' level.
- Replace other Assistants when designated.
- Perform other work related duties and responsibilities as may be assigned by the supervisor.

### **Qualifications and Experience**

- University degree or equivalent qualification in Secretary or Administration
- Computer proficiency in MS Office applications
- 2-3 years of Administrative Assistant or Receptionist experience
- Be diplomatic, patient, persistent and proactive
- Have excellent communication skills
- Leadership skills, teamwork and relationship building
- Able to prioritize and meet deadlines
- Flexible and adaptable to changing working conditions
- Experience of working for the Red Cross/Red Crescent or other international humanitarian organization
- Experience in humanitarian relief and emergency response programs
- Willing and able to travel whenever required for work purposes
- Speak Creole, French, and English

The rules of conduct form an integral part of this contract and must be signed by the employee upon employment.  
This job description supersedes any prior version relative to the incumbent.

**Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 5:00 pm August 14, 2014 at the following addresses:**

**Att.: Human Resources  
Administrative Assistant  
American Red Cross Office  
22, rue Métellus, Pétiön-Ville, Haïti, HT 6110**

**Or**

**at : [amcrosshrrecruitment@gmail.com](mailto:amcrosshrrecruitment@gmail.com) with Object : Administrative Assistant**

**Please notice that only selected candidates will be contacted**