



WORKING FOR THE ICRC

FINANCE AND ADMINISTRATION MANAGER



ICRC



ICRC

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P. Moore/ICRC

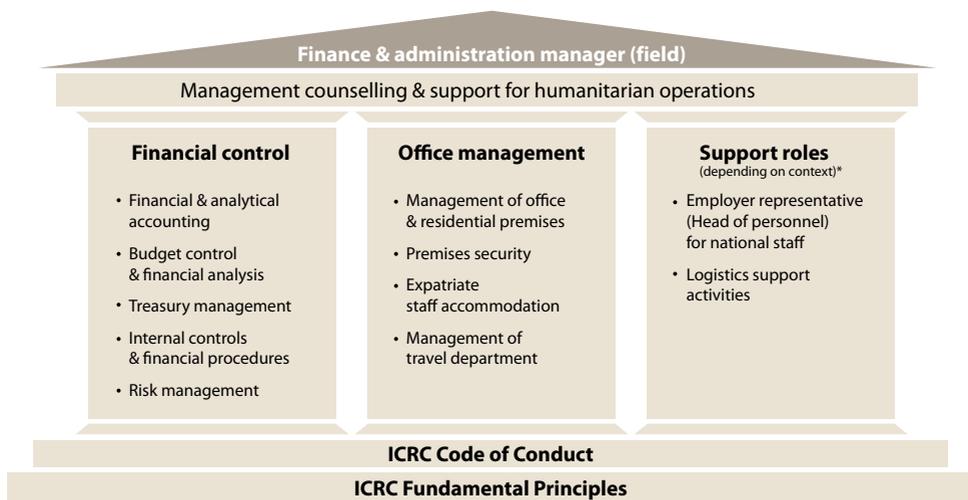
FINANCE AND ADMINISTRATION MANAGER

ROLE AND RESPONSIBILITIES

As a finance & administration manager in the field, you will oversee all financial resources and administrative aspects of the country organization. As its “administrative backbone,” you will play a vital role in running the office and contributing to the smooth implementation of the ICRC’s humanitarian operations.

To apply, go to:
www.icrc.org/jobs

To learn more about the job, go to:
www.icrc.org/jobs-video



* In certain countries and/or at sub-office level, where there is no head of HR or Logistics in place



WE ARE LOOKING FOR THE FOLLOWING QUALITIES

- You hold a university degree in business administration, finance/accounting or HR
 - You have at least two years of documented experience in finance, management or HR, including at least one year as a financial controller or accountant
 - You have strong analytical and quantitative skills, and are willing to dedicate them to humanitarian work
 - You have an excellent grasp of English – and ideally, of French or any other language useful to the ICRC
 - You have worked abroad or in an international environment
 - You have a strong command of IT Office tools
 - You have a valid driving license for manual transmission vehicles, and driving experience
- In addition:**
- You are prepared to accept unaccompanied postings (i.e. no spouse, partner, children or dependents) for the first two missions (minimum 12 months each)

ICRC'S ANALYTICAL REPORTING STRUCTURE

Operations and finances for every action are structured according to these dimensions

Context	Target populations	Programmes
Single country, group of countries, or other context	Civilians	Protection
	People deprived of their freedom	
	Wounded and sick	Assistance
	Authorities	
	Armed forces and other weapon-bearers	Prevention
	Civil society	
	International Red Cross and Red Crescent Movement	Cooperation



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WHAT'S IN IT FOR YOU?

This job offers you a fascinating spectrum of new professional experiences in challenging conditions, together with an attractive career plan. The progress of an individual's career (i.e. promotion to coordinator and beyond) will depend on the ICRC's operational needs and mobility policy.

Role	Approx 3 x field missions* as finance & admin manager (approx. 12 months each)	Multiple field missions* as finance & admin manager in charge (approx. 18 – 24 months each)	Individual career development (field or head office)
Location/ Reporting line	<ul style="list-style-type: none"> • Sub-office or main office • Growth in size & responsibilities • Reporting to F&A manager in charge 	<ul style="list-style-type: none"> • Overall responsibility for F&A organization • Coverage of one or several countries 	
Learning & development	On-boarding training course Institutional training programmes e.g. leading a team/coaching/ negotiation skills/ specialized training etc.	Adapted professional training courses (professional skills & management development) Mix of institutional + individual programmes Focus on management development	
	3 weeks	3 years*	Open-ended

* Progress of career depends on own track record and the ICRC's requirements



KEY ACCOUNTABILITIES IN YOUR CONTEXT

FINANCIAL CONTROL

- Integrity of the financial and analytical accounting and reporting, including supervision of the accounting department and preparation of the annual budget/monthly forecast and risk reporting
- Permanent assessment of the financial situation (including treasury), advice on financial affairs for all field operations
- Cost control, analysis of budget deviations and project monitoring
- Contingency preparedness, enabling critical changes in the operational environment
- Financial training & coaching for the management team
- Adapting institutional guidelines and policies to the local context and ensuring adherence to ethical standards
- Mitigation of financial risk
- Co-signatory and financial contact for authorities and suppliers

- Internal focal point for finance-related compliance matters, aligning all activities with the ICRC's compliance framework

OFFICE MANAGEMENT

- Daily office and operational premises management
- Security set-up
- Accommodation services for all expatriate staff
- Supervision of the internal travel desk and international travel arrangements (flights, visas, etc.)

SUPPORT ROLES (DEPENDING ON THE COUNTRY SET-UP)

- You may serve as the HR person in charge of employees under local contract
- You may have to do the same for Logistics and Information and Communication Technologies services



FINANCIAL GOVERNANCE IN THE HUMANITARIAN CONTEXT

OUR CHALLENGES

- Dealing with a variety of external stakeholders, each different from the other (e.g. donors, governments, private sector, parties to conflicts, the general public)
- Having to meet the highest standards of governance with regard to financial transparency and accountability, economic efficiency, risk management and ethics
- Complying with uniform governing standards throughout the ICRC's more than 80 country organizations

OUR RESPONSE

- **Simplified financial accounting structure**
 - One single legal entity (ICRC Geneva/Switzerland), consolidating financial transactions of all country organizations worldwide
 - Reporting Standard "IFRS," with simplified application in the field (limited balance sheet transactions)

- Uniform, server-based accounting system used in all country organizations throughout the world
- **Strong focus on analytical accounting**
 - Three-dimensional activity-based costing system, which enables systematic allocation of all field expenses to individual humanitarian activities – see analytical reporting structure table
- **Rigorous internal controls**
 - Highly integrated logistics and financial accounting platform, enabling full visibility and strict segregation of duties at every step of the procurement cycle
 - Systematic scrutiny of every accounting transaction by a remote, global compliance and quality assurance centre



WORKING FOR THE ICRC

HR MANAGER



ICRC

IN BRIEF

MISSION

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. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. It directs and coordinates the international activities conducted by the Movement in armed conflicts and other situations of violence.

“Because we work directly with field staff, we see how our work really helps them to help the victims of armed conflict.”



P. Yazdi/ICRC

HR MANAGER

ROLE AND RESPONSIBILITIES

Are you an HR professional who has thought of working in the humanitarian field? Do you have strong interpersonal skills and enjoy working with culturally diverse teams, supporting staff and managers in challenging conditions? If so, you may want to consider working as an HR field manager for the ICRC.

The ICRC has delegations in 80 countries throughout the world. HR field managers are part of the management teams in many of those delegations; they are responsible for delivering professional HR services to all ICRC staff, both national and international, to help them deal with the various challenges in the field.

We are looking for committed and passionate HR professionals who display the right humanitarian spirit.

“You are contributing your HR abilities to something that will benefit large numbers of people. You’ve done something today, more than just a job.”

To apply, go to:
www.icrc.org/jobs

To learn more about the job, go to:
www.icrc.org/jobs-video



D. Revoli/ICRC



B. Heger/ICRC

WE ARE LOOKING FOR THE FOLLOWING QUALITIES

- You have a strong academic background, preferably in HR
 - You have at least five years of experience as an HR generalist or manager
 - You have strong interpersonal skills and enjoy working with culturally diverse teams
 - You have international experience, preferably in the humanitarian/development sector
 - You are able to advise and influence key stakeholders on all aspects of people management and development
 - Your grasp of English is excellent, and you have a degree of fluency in French; any other language useful to the ICRC is an asset
 - You have a valid driving license for manual transmission vehicles
- In addition:**
- You are prepared to accept unaccompanied postings (i.e. no spouse, partner, children or dependents) for the first two missions (minimum 12 months each)

“Our staff are very diverse, and our job is to make sure everyone is treated fairly.”



J. Ahmad/ICRC

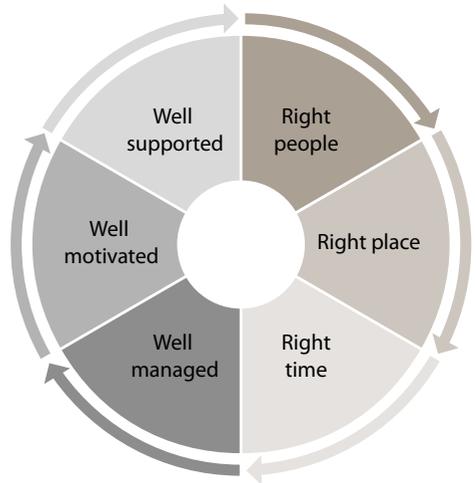


M. Kokic/ICRC

WHAT'S IN IT FOR YOU?

- Being part of the management team of a delegation
- The opportunity to motivate and inspire staff and managers through your HR expertise
- The chance to have your HR skills serve the humanitarian cause of the ICRC
- A fascinating spectrum of new professional experiences in challenging conditions (over 80 countries worldwide)
- An attractive career plan thanks to the ICRC's internal mobility incentives

ICRC PEOPLE MANAGEMENT



"No two days are the same. We cover so many issues in HR that you really feel you're developing your full potential."



KEY ACCOUNTABILITIES IN YOUR CONTEXT

OPERATIONAL AND STRATEGIC HR MANAGEMENT

- Implementing the delegation's HR strategy consistently and in line with HR guidelines and procedures
- Identifying context-related HR trends and contributing to decision-making on HR-related issues in the delegation
- Supporting and coaching line managers in carrying out core people management tasks, such as evaluating staff members' performance, skills and development
- Advising staff members in their relations with their management, promoting a constructive and transparent dialogue and embodying the ICRC's responsibilities to its staff

"We have the freedom to come up with new ideas and make them reality."

“HR managers are involved in decision-making at management level. We provide advice on what stance we should take in a particular country.”



B. Heger/ICRC

HR SERVICE DELIVERY

- Providing professional HR services for both national and international staff in a delegation (recruitment and selection, performance management, compensation and benefits, employee relations, etc.)
- Supervising the implementation and proper use of the HR information system at all levels within a delegation
- Overseeing daily HR activities within the delegation and providing necessary coaching and advice to the HR team

CHANGE AGENT

- Contributing to the evolution of the role of HR at the ICRC and anticipating HR challenges at the delegation level
- Implementing and promoting HR projects and initiatives derived from the global HR strategy
- Enabling staff and managers to understand, accept and support change initiatives



COMPETENCIES

- Ability to develop your role, to set an example and to represent your function effectively in the field
- Ability to coach, support, delegate appropriately and provide developmental guidance to staff under your direct supervision
- Strong interpersonal skills, together with the ability to create and maintain networks and partnerships at all levels of the delegation, i.e. with staff and with managers
- Excellent communication and listening skills and ability to function effectively in a culturally diverse team
- Cultural awareness and commitment to inclusiveness and to encouraging diversity in the workplace
- Strong analytical, decision-making and organizational skills
- Ability to cope with various priorities independently

BENEFITS

- Opportunity to apply your knowledge and experience within the context of humanitarian endeavour
- Stimulating and rewarding work in a culturally diverse setting
- Integration course before your mission
- Competitive salary
- Excellent social benefits
- Excellent insurance package
- Professional on-the-spot support that provides all essential services
- Opportunities for training in the field of management and/or other specialized fields, depending on profession and expertise



T. Ambroise/ICRC

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