The International Committee of the Red Cross (ICRC) is a neutral, impartial and independent humanitarian organization whose mission is to protect the lives and dignity of victims of armed conflict and other situations of violence, and to provide them with assistance. It also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

Established in 1863, the ICRC operates worldwide and employ more than 16’000 staff in over 80 countries. Its headquarters is in Geneva, Switzerland.

The ICRC Regional Delegation for Mexico, Central America and Cuba, is seeking an experienced and highly motivated person to fill the position of:

**Assistant and Information Management Officer**

**In Mexico City**

The Assistant / Information Management Officer provides administrative support and is responsible for information management officer in our Mexico regional office. S/he acts as a reference person for written protocols, correspondence and information platform systems, as well as training for staff members.

**Main responsibilities**

*Information Management*

* Manages coherent and efficient information flow within the office, ensuring that policies, procedures and directives are applied by all staff members.
* Actively contributes in the development, implementation and monitoring of information management projects
* Manages, updates and oversees the use of information management tools in the Mexico office (SharePoint, IB Lotus Notes, Shared drives, etc)
* Responsible of all Access Management tasks for Mexico and the regional missions (profile creations, access permissions for databases, etc) ensuring coherency and that ICRC policies are applied.
* Informs staff members of procedures, processes and new practices in relation with information management, written protocols and correspondence; advices on use of signatures and documents protection, use and filing of documents and ICRC information platform systems .
* Provides support to the Executive Assistant with support visits to regional missions when necessary.

*Support to the Management team*

* Proactively drafts, edits, revises and finalizes correspondence, reports, presentations, and other documents in English and Spanish autonomously.
* Compiles and finalizes summary documents, periodical reports
* Translates documents and reports from Spanish to English and vice versa
* Support the organization of high-level visits and coordinates the preparation of specific files.

**Requirements**

* University degree or certification as executive assistant or equivalent experience
* Minimum 3 years’ experience in a similar position, preferably in an international organization or company.
* Fluency in English and Spanish is a must
* Advanced computer skills including Microsoft Office Suite, SharePoint and IBM Lotus Notes.
* Information management, records management, project management expertise.
* Strong communication and organizational skills with excellent attention to detail.

**Competencies**

* Pro-activeness to set priorities under tight deadlines.
* Sense of initiative, curiosity and creativity
* Service and solution oriented attitude
* Analytical skills and ability to produce synthetic documents or instructions.
* Ability to work and adapt effectively as a team member in a multicultural environment

Interested and qualified persons with the required experience are invited to submit their application in **English** with a cover letter, detailed CV, copies of certificates and contact details of 3 references to the Human Resources department at the following email address: **mex\_rh\_services@icrc.org** with the code**:1725**

Please note that only short listed candidates will be contacted for tests and interviews.

**Deadline to submit application: 31th January**