



# ICRC

## ICRC IS RECRUITING

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation 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.

### **Job Title: Welcome Assistant Cum Cashier**

This position holder works under the close supervision of the Finance & Administration Manager. The Welcome Assistant helps ensure that welcome activities are organized smoothly, including coordination of pick-up/drop-off of ICRC staff and guests, travel arrangements, event management and accommodation. The position holder is also in charge of handling cash office with due care and accuracy and managing the cash float of the delegation in Colombo.

#### **Main Responsibilities**

- In coordination with Finance and administration manager /management organize activities of the welcome office to ensure smooth functioning of the welcome office.
- Ensuring that welcome related activities are performed in full compliance with ICRC internal relevant rules and regulations and/or ICRC relevant guidelines.
- Handling entry visa by coordinating with Ministry of Foreign affairs (MFA), follow up visa expiries, timely renewal, maintaining excellent contact with key interlocutors from MFA & Department of immigration and emigration, maintaining visa sitrep and handling visa for foreign destinations.
- Organising internal/external events (meetings, workshops, seminars, training etc...), meeting room reservation, meals, coffee breaks and order food from caterers upon request, perform quality checks on outside venues, coordinate with different departments for proper logistical and administrative arrangements.
- Handling travel request, obtain approval, organize the relevant transport arrangement, oversee flight booking in online platform, make sure valid travel documents are available and ensure all travel arrangements are made in coordination with travel agency.
- Handling new arrivals including pick up, accommodation, maintain the files of expatriates and follow up of end of missions and maintain communication with Head Quarters.
- Hotel booking for local accommodation - handling accommodation requests, making hotel booking, processing invoices for hotel bookings and handle surveys on hotels and ensure compliance.
- Handling cash in LKR & in USD for Colombo Delegation.
- Initiate all the e-banking transfer with accurate banking information and submit them on time for verification and approval.
- Paying salary advances to Expatriate staff.
- Preparing daily cash statements and records daily transactions.
- Preparing monthly salary bank transfers and obtains signatures.
- Making sure that all payments are done in accordance with ICRC financial rules and regulations.

#### **Selection requirements**

- Degree or Higher diploma in related field.
- 3 years' work experience in a similar field, experience with an international organization will be an asset.
- Fluent command of English. Proficiency in the two local languages will be an asset.
- Working knowledge on MS office and other office management applications.

**Date of employment** : **Immediate**  
**Duration** : **One year and renewable**

We offer a meaningful career with an international humanitarian organization with opportunities for learning and development and an attractive remuneration package.

**How to apply:** Please forward your CV (no longer than two pages) together with a cover letter, both in MS Word format (one document) including salary expectation to [col\\_hr\\_services@icrc.org](mailto:col_hr_services@icrc.org). Please name the file as **SURNAME First name\_ Welcome Assistant cum Cashier**.

**Deadline for applications: 2<sup>nd</sup> September 2024**

If you have not heard from us by 20<sup>th</sup> September 2024, please consider your application is unsuccessful.