



ICRC

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 endeavors 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. Please visit www.icrc.org for more information.

Vacancy Notice



The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Information Management Coordinator, Based in Bangkok

The ICRC regional delegation in Bangkok provides assistance to victims of violence and works with authorities in order to improve the conditions in detention facilities. It is covering operations in Thailand, Cambodia, Laos and Vietnam. It also endeavors to promote and to strengthen humanitarian law and universal humanitarian principles. If you want to gain work experience in the field of Information Management (IM) and help support our humanitarian mission, we look forward to hearing from you!

Purpose:

Information Management (IM) is the ability of the ICRC to produce, capture, classify, preserve, and deliver the right information to the right people at the right time. The position of the Information Management Coordinator (IMCo) is opening now in Bangkok with regular travels to India, Japan, China, and within Thailand and its sub-sites.

The purpose of the post is to improve information management practices at the four covered ICRC delegations while implementing a coherent and holistic approach towards security of information, data protection, information handling, and eventually to ensure a better capitalization of the existing information.

The IMCo works under the coordination of the Regional Head of Information Management for Asia & Pacific based in Bangkok. This position might be asked to support information management in emergency situations (meaning travel on short notice).

Accountabilities & Functional responsibilities:

- Maintains close coordination with the respective Assistants & IM Officers based in Bangkok, Beijing, Delhi and Tokyo
- Reviews the information management processes and proposes improvements (share, co-working, access rules, mobility, information handling, data protection, security).
- Promotes and monitors implementation of IM projects, guidelines and tools
- Develops the right approaches aimed at ensuring ICRC's information security and proper record management in the increasingly digitalized world

Main responsibilities:

- Ensures coherent approach to information management (IM) at the covered delegations; conducts regular visits to India, Japan, China, and Thailand and its sub-sites;
- Provides expertise on ICRC IM processes, rules, guidelines and tools, taking into consideration security of information and the data protection rules; based on local security conditions advises managers on processing, storage and accessibility of information;
- Develops internal collaboration and synergies with other positions such as data management, data analyst, GIS or ICT
- Is the reference person for all questions related to information management at the covered delegations;
- Ensures a consistent regional change management approach defined by the Head of IM Region;
- Proposes and implements solutions to improve the management of the information life cycle, especially the capture of all records that are relevant for the ICRC;
- Contributes to the global regional thinking and orientations regarding IM strategies and tools;
- Ensures compliance by staff members with information and data security and other institutional rules;
- Organizes training and information sessions to explain IM strategies and principles to the managers and assistants and ensures that they are understood and applied;
- Acts as functional/technical supervisor of the Assistant and IM Officer positions in the covered sites; ensures consistency in their performance and skills and provides trainings and coaching to equip them for new responsibilities.

Your profile

- 3-5 years' experience in a similar position at ICRC or in a large international organization/company
- Fully conversant with MS Office, IBM Lotus Notes and Microsoft SharePoint
- Bachelor's or master's degree in information management, information analysis or data management: an asset
- Experience participating in the implementation of change management processes is an asset
- Strong communication and presentation skills, Excellent spoken and written communication skills in English
- Team player, Problem analysis and problem-solving skills, Hands-on approach, service oriented
- Ability to plan and prioritize tasks/actions, Sense of initiative, Experience in people management
- Comfortable with travelling and working in the multi-cultural environment

We offer

- A dynamic and challenging work environment
- Gender parity among its staff members in all categories and at all grades
- Place that values diverse perspectives
- Advance in the careers, with options across functions and geographies
- **Initial 1-year resident employment contract with possibility of renewal, Competitive salary with benefits**

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: **Information Management Coordinator – First Name Surname** by email only to: ban_recruitment_services@icrc.org

Kindly note that only short-listed candidates will be invited for the interview.