



**The German Red Cross is part of the world's largest humanitarian movement, providing assistance without discrimination as to nationality, race, religious beliefs, class or political opinion. The movement's mission is to improve the lives of vulnerable people – who are those most affected by natural disasters, poverty brought about by socioeconomic crises, civil unrest, international armed conflicts or health emergencies such as epidemics. As a specialist for finance and administration, you can help us to fulfil this mission.**

The German Red Cross is constantly searching for qualified personnel for short and long-term missions.

Your tasks could include budgetary planning, book-keeping and accounting for a delegation or a project, setting up and running a cash-flow system, ensuring that funds are used appropriately and that reports meet the requirements of national societies, international partners and donors.

You may also be called on to train local personnel in finance and administration skills. As an administrator, you will also be responsible for office organisation and staff management issues concerning expatriate and local personnel.



For more information including details on

- profiles
- application procedures
- and forms

kindly refer to our website [www.drk.de](http://www.drk.de)

or write to:

German Red Cross  
National Headquarters - Dept. 21  
International Co-operation  
Field Personnel  
Carstennstr. 58  
12205 Berlin

Meet you on mission ...

**Your mission:**  
To set up and run financial  
management and adminis-  
tration systems in the field





## Finance and administration related profiles in demand are:

- Economists
- Accountants
- Finance/ Admin specialists



## Application procedure and staffing:

Staffing for GRC missions is an ad hoc process due to the limited planning possibilities in emergency and development work.

The German Red Cross therefore has a pool of interested and pre-trained professionals who will be asked if they are ready to leave at short notice when required.

If you would like to be part of this pool, you should apply to the GRC and join the recruitment procedure.

## Our minimum requirements are:

- medical status "fit to work in the tropics"
- 2-3 years of professional experience
- thorough proficiency in English
- acceptance of the fundamental Red Cross principles
- intercultural sensitivity
- communication and representation skills



## Employment Conditions:

When assigned to a project, you will be given a fixed term contract with the GRC. People with a steady job can ask their employer for temporary leave at the expense of the GRC.

The GRC provides training and briefing for all delegates leaving on mission.

We also provide a special insurance package to your benefit for the time of your assignment abroad.

Furthermore, the GRC will provide accommodation and per diem during missions.

Please note that family postings are usually not available.