

Administrative position in a humanitarian environment - Deployment Officer

Deadline:
06-06-2025

Contact Person:
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Job Category:
Administration, Human Resources,
Humanitært arbejde

Position Type:
Fuldtid

Do you have experience with planning international travels, scheduling, recruitment and client handling? Do you feel very comfortable with expense and budget management? And would it excite you to contribute to sending qualified professionals to respond during emergencies internationally? Then perhaps you are the Deployment Officer we are looking for.

The Danish Red Cross (DRC) is seeking a Deployment Officer who will administer the process of deploying professional staff to emergencies and disasters across the world. We use the term "deployment" to describe the process of sending our professional staff abroad to respond to emergencies and disasters. You can read more about our emergency rosters and role profiles [here](#).

The Officer works closely with the Deployment Specialist following a process of matching a staff from our emergency roster with an identified need abroad, through to contracting the individual, booking flights, arranging visa, planning briefings and liaising with stakeholders along the way. During and after the individual's deployment, the officer will manage time registration, expense management, project closure etc.

The Deployment Officer will be placed in the The Disaster & Crisis Response Unit of Danish Red Cross consist of twenty colleagues in four teams: Global Response, Supply Chain, Warehouse and Training & Rosters. The Unit sets the direction and framework for DRC's emergency response, maintains operational human capacity to assist countries in acute emergencies. The position is based in the Training and Roster team but collaborates closely with colleagues across teams and departments in DRC as well as with stakeholders within IFRC and ICRC. You will refer to the Head of the Disaster & Crisis Response Unit, Peter Rothe Schultz, but your daily tasks will be coordinated through the Team Coordinator for Training & Roster.

Your key responsibilities will be to:

- Manage the administrative tasks related to deployments including processing staff requests, supporting visa applications, scheduling (de)briefings, handing out equipment, booking flights etc.
- Process the financial tasks related to deployments, including the creation of projects/budgets for delegates, delegate expense management, time registration, per diems, cash advances etc.
- Coordinate administrative and financial processes with relevant stakeholders including HR, salary, finance etc. and lead on troubleshooting.
- Manage and document data on delegates, deployments, trainings etc.
- Coordinate roster member attendance in roster relevant trainings and events.
- Process pledges (commitment of funds to IFRC/ICRC), including processing pledge transfer requests and approvals.
- Assist with other administrative tasks such as venue booking, onboarding of new staff etc.

We expect that you have (some) of the following:

- Experience or transferable skills relevant for the position such as travel planning, visa applications, budgeting, expense management, event planning etc.
- A background in administration, HR, travel/event planning, finance or similar.
- Excellent interpersonal communication and client management skills.
- Acts proactively on identified needs and take ownership for finding solutions.
- Excellent communication skills.
- Excellent English and Danish language skills.
- Essential: Flexibility to work sometimes during evenings or weekends due to deployment of delegates with short notice. Ability to work fast and prioritize tasks in these situations.
- Full proficiency in Microsoft Office, particularly Excel and quick to learn new IT systems.
- We do value previous experience in the humanitarian sector, but it is more important to us that you have the relevant skills, experience and motivation to have success in the role.

Application process

Please submit your CV and application in English through our online recruitment system by June 06, 2025.

We expect to run interviews immediately after the application deadline and expected starting date

will be as soon as possible thereafter.

Salary will be in accordance with the HK agreement and depends on your experiences and qualifications.

Questions regarding the position can be referred to Team Coordinator, Training & Roster, Gitte Ashcroft Nordentoft, ginor@rodekors.dk , Ph. + 45 53545087