



INTERNATIONAL LABOUR ORGANIZATION

THE OFFICE OF THE ILO LIAISON OFFICER

Internal/External Vacancy Notice ILO/YGN/18/09

18 April 2018

Post Title:	Administrative and Finance Assistant
Organization:	International Labour Organization (ILO) “ Responsible Supply Chains in Asia Project ”
Duty Station:	Yangon (Myanmar)
No. Of posts:	1 Position
Contract Type/Level :	FT Contract, GS-4
Post Duration:	one year (with possibility of extension depending on availability of funds and satisfactory performance)
Closing Date:	01 May 2018
Applications Details:	Applications to: Finance and Administrative Officer International Labour Organization No. 1 (A), Kanbae Road, Yankin Township, Yangon , MYANMAR Or via email to yangon@ilo.org Only short listed candidates will be contacted for interview.

1. Introduction (general information about the context in which the official will work)

The Responsible Supply Chains in Asia project conducted by the ILO and the OECD and financed by the EU aims to contribute to an enhanced respect for human rights, labour and environmental standards by businesses engaged in supply chains in Asia, in line with international instruments.

The overarching objective is to promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding and practical examples of responsible behaviour. It is also to create policy environments conducive to promoting responsible conduct and increased opportunities for dialogue on challenges and opportunities.

2. Reporting lines

The Administrative and Finance Assistant will work under the supervision of the National Project Coordinator. The Administrative and Finance Assistant will receive administrative and financial guidance from the Finance and Administrative Officer – ILO office in Myanmar. She/he is required to work in close collaboration with other ILO staff members.

3. Main duties and responsibilities

1. Carry out general administrative and financial tasks and provide logistic support for the smooth functioning of project administration. Maintain office administrative files and official records.
2. Assist the NPC in the preparation of accounting records by recording receipts and disbursements and reconciling data for routine simple statements and recurring reports.
3. Assist in the preparation of cost estimates by collecting necessary data.
4. Maintain project financial transactions and reporting system in accordance with the ILO rules and regulations.
5. Handle disbursements from petty cash fund and maintain records of such disbursements.
6. Maintain contact with project partners for verifying accounting information.
7. Coordinate and work closely with relevant project staff based in different duty station.
8. Compile related documentation for preparation of progress/ad hoc reports and evaluation reports;
9. Draft and type correspondence, reports and documents and ensure accuracy in typing and grammar, and punctuality;
10. Provide secretarial and/or administrative support for seminars, workshops or meetings;
11. Regularly update lists of names, addresses and telephone numbers of contacts and partners relevant to the project; also maintain an inventory list of all project furniture, equipment and vehicle;
12. Make travel arrangements and hotel reservations, and preparation of materials for missions;
13. Maintain contacts with staff in the office and outside the duty station.
14. Perform other duties as assigned by the supervisor.

4. Qualifications required

Education: Completion of Secondary School Education supplemented by commercial training in bookkeeping, accounting, and business administration or equivalent experience.

Experience: Three to four years of general administrative/secretarial experience. Familiarity with United Nations' administrative and financial procedures would be an advantage.

Languages: Excellent knowledge of English and the local language.

Competencies:

- Ability to organize own work.
- Ability to prioritize work assignments, organize own schedule, perform routine work independently, meet deadlines and adapt to changing demands and multitasks.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office
- Ability to obtain services from other work units inside or outside the office for completion of tasks
- Ability to work as a member of a team and manage a heavy workload under time pressure.
- Knowledge of practices and procedures for preparing administrative documents and maintaining file system;
- Ability to compose correspondence and correct documents in accordance with established standards;
- Accuracy and ability to pay attention to details;
- Excellent oral and written communication skills;
- Customer service experience in order to provide courteous, prompt and efficient responses to internal clients.
- Understanding of principles of non-discrimination and gender equality.