



Vacancy Announcement No. 2009-12

Post Title:	Finance and Administrative Officer
Project Title:	ILO Programme on Education and Skills Training for Youth
Executing Agency:	International Labour Organization
Duration:	Initial contract will be for 3 months (probation) with extension subject to satisfactory performance
Duty Station:	Jakarta, with travel throughout Indonesia
Starting Date:	May 15, 2009
Grade:	NOA

1. Background

The ILO Office in Jakarta is implementing a comprehensive Decent Work Country Programme in Indonesia. A major focus area for the ILO are young people, in terms of both preventing and eradicating child labour as well as promoting job opportunities for youth. As part of the DWCP, the Education and Skills Training for Youth in Indonesia (EAST) project aims to improve the employment chances of young women and men and to eliminate and prevent child labour through better access to education and training opportunities. The project is implemented for at least till October 2010 in selected provinces in Eastern Indonesia and in Nanggroe Aceh Darussalam.

2. The Position

To supervise the Administrative and Financial aspects of the EAST project, ILO Jakarta is hiring a Finance and Admin Officer (NO-A). An important element of the incumbent's work will be the review and approval of the financial and budget related documents. The incumbent will be based in the EAST project office in Jakarta and will report to the Project's Chief Technical Advisor (CTA). The incumbent will supervise other financial / Admin. Staff in Jakarta and in the provinces. S/he will assume responsibility for the follow-up of activities decided during meetings and missions, and for the enforcement of ILO rules and regulations.

Duties

1. Prepare expenditure forecasts, budget proposals and estimates, using Oracle based ILO Integrated Resource Information System. Consolidate and present budget information for analysis by the CTA;
2. Review POs for approval by CTA and ILO Jakarta using IRIS system;
3. Review appropriate payments to staff for travel claims and activity's advances and to suppliers for locally purchased goods and services;
4. Provide advice and assistance to EAST staff in preparing project budgets, project document revisions and detailed activity budgets;

5. Maintain internal financial records of budgets and expenditure against planned expenditures;
6. On request, brief ILO officials and evaluators on financial and administrative matters;
7. Arrange for the local procurement, maintenance and safekeeping of equipment, furniture, vehicles and supplies, as well as the maintenance and security of office premises;
8. Link with ILO Jakarta to expedite customs clearance of goods and personal effects and the processing of immigration applications and other formalities.
9. Maintain liaison on daily administrative matters with local banks, insurance companies, etc. ;
10. Prepare correspondence for the CTA's signature on financial and administrative matters;
11. Coach the Implementing Agencies directly on how to prepare a FPR;
12. Coach and provide guidance to the field admin. secretaries from 6 provinces on Admin and Financial issues including
 - a. preparing the Petty Cash Report,
 - b. providing a comparative list of quotations for Purchase Orders,
 - c. preparing financial workshop/seminar reports,
 - d. checking the Financial Progress Report (FPR) from TCPs (based on established check list)
13. Prepare drafts for budget rephrasing and revisions in consultation with Jakarta Office and HQ;
14. Ensure the monthly final Closing all paid Purchase Orders and unused Purchase Requisitions and monthly transmission of disbursement/receipt vouchers with supporting document to HQ for verification as required;
15. Supervise the Control and Review of Financial Progress Reports by Implementing Agents (IAs);
16. Review IA budgets and propose budget changes to CTA when required;
17. Obtain and review quotations and estimates for preparation of subcontracts following procurements rules and regulations;
18. Keep in regular contacts with ILO HQ to discuss issues related to the IRIS system (through email or skype), and maintain a log book on queries sent and actions taken;

3. Experience and qualifications

Education: First level university degree in a relevant field

Experience: At least three years of experience within the development or private sector in finance related posts, with experience in oracle based or similar platforms.

Competencies:

Competencies include:

- Communication and collaborative skills and capacity to build commitment as well as adopting client service attitude,
- Strong ability to work in team, to create an enabling environment and to develop staff skills;
- Sound analytical skills, decision making skills, and solution oriented attitude to issues,

- Substantial understanding and experience of finance and budget management and capacity to move forward independently on agreed goals, to take initiatives and perform with tight deadlines;
- Experience in UN ILO, and/or understanding of the Organization's mission and activities is a plus.

Languages: Fluent in Indonesian and excellent command of English (both oral and written).

Conditions: The post is subject to ILO conditions of service at NO-A level. Contract will be for an initial period of 12 months with the possibility of extension.

Nationality – Indonesian

Written Examination and Interview

Prospective candidates may be required to sit a written examination and take part in an interview.

Application

Qualified women and men are encouraged to apply and submit their application along with CV and other supporting documents and references, addressed to:

The Director, ILO Jakarta
Attn: ILO EAST Programme
Email: HRDJKT@ilo.org
Fax: 3100766

Closing date: 27 April 2009

The ILO promotes opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity