



VACANCY ANNOUNCEMENT 2009 – 024

Finance Assistant

Post Title :	Finance Assistant
Project	Nias Islands Rural Access and Capacity Building Project (Nias-RACBP)
Duration:	The scheduled completion date for the Project is June 2012. The initial contract will be awarded for a period of one year (with a 3-months probation period), and contract extension will be subject to a satisfactory performance
Duty Station:	Jakarta
Grade:	GS 5
Starting date:	1 January 2010

General Project Information

The Nias Islands Rural Access and Capacity Building Project (Nias-RACBP) is funded by the Multi-Donor Fund for Aceh and North Sumatra (MDFANS) and focuses on the improvement of the strategic rural transport network in Nias Islands. The budget for the Nias-RACBP is US\$ 10 million and the Project needs to be completed in June 2012. The Project will be implemented in three selected clusters in the North, South and Western Part of Nias Island.

The envisaged Project activities will contribute to post-disaster economic recovery and poverty alleviation for the communities of Nias Islands that were affected by the tsunami and the earthquake. The Project Development Objective of Nias-RACBP is for residents of the participating districts to utilize improved rural transport infrastructure and services and to benefit from better access to economic and social services and facilities.

The main construction activity of the Project is the improvement of selected strategic rural access roads, river crossings and foot bridges. In addition a small cultural heritage sub-component is included. Local resource-based approaches and methods will be used in the construction of the works.

The training and capacity building activities of the Project aim at enhancing the capacity of the involved local government agencies at district and sub-district level (Public Works Department and Bappeda), small-scale contractors, their staff, potential future supervisors, local communities and ILO's own newly recruited local project staff in the planning and delivery of investments in the rural roads network. The main delivery modality will be through on-the-job training and mentorship.

For project management and implementation, a Project Management Unit (PMU) will be established for the Project in Gunung Sitoli in Nias Islands. This RACBP Nias-PMU will be headed by an international Team Leader. At full staffing strength, the Nias-PMU Office will

include 12 professional staff (2 international and 10 national) and 35 support staff (national). Administrative and finance support will be provided by the Implementation Support Section of the Nias-PMU in Gunung Sitoli and by a small PMU Support Unit based at ILO-Jakarta.

Duties and Responsibilities

The Finance Assistant (FA) will work under the supervision of the ILO Jakarta Finance/Administrative Officer and in close collaboration with the ILO Jakarta office finance staff and the Nias-based Finance/Admin staff. The FA will be responsible for the following tasks and duties:

- Assist in maintaining project financial records and monitoring systems to record and reconcile project expenditures, payments, statements and other data as required, using the ILO's financial systems;
- Check all RACBP's financial/progress reports, Service Contracts and External Collaboration Contracts, verify the accuracy of calculations and the completeness of supporting documents, initiate correspondence to verify data and answer queries;
- In coordination with project finance/admin staff, calculate/verify and ensure completeness/accuracy of travel expenses claims by all project staff, petty cash accounts, usage of gasoline and overtime claims;
- Prepare travel authorization form for project staff in TMS Fisext and input the claims in the system as well;
- Assist in calculating and compiling cost estimates and projected budget requirements, and assist in the preparation of project budget revisions/budget re-phasing, using the ILO financial system;
- Maintain contact with local banks for verifying accounts status, obtaining approval for cheque clearances, verifying currency exchange rates and similar routine transactions;
- Ensure accurate Statement of Expenditures of national and/or regional RACBP seminars and workshops;
- Assist in procuring project equipment and supplies and arrange for control of distribution and maintenance of appropriate inventory records;
- Compile and verify budgets and accounting data by researching files, calculating costs and estimating anticipated expenditures from readily available information sources;
- Draft routine correspondence on financial matters from oral instructions, previous correspondence or other available information sources in accordance with standard ILO procedures;
- Maintain and reconcile a variety of financial records and files;
- Perform any other duties that are relevant to the assignment.

Education and Experiences

- Completion of secondary school or a relevant commercial school diploma.
- At least 5 years of relevant experience as finance assistant, or a similar position, is required. Prior relevant working experience with an UN agency or with an international NGO is an advantage.

Competencies and Skills

- A solid working knowledge and understanding of project finance and administration;
- A demonstrated knowledge of administrative and financial/accounting procedures and methods;

- Demonstrated accuracy and efficiency in the performance of duties;
- Ability to handle multiple tasks simultaneously in an efficient and effective way;
- Ability to find information from the project database/files and from other information sources;
- Proven written drafting and reporting skills;
- Good knowledge of computer software, including MS Word, MS Excel, MS Power Point. Working knowledge of accounting/administration software is required;
- Knowledge on gender mainstreaming.
- Ability to establish and maintain effective relationships with officials at all levels;
- Fluency in Bahasa Indonesia and English, in spoken and written language.
- Ability to work with confidential material and to demonstrate honesty and integrity.

Remuneration

General Services level 5 of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

Written Examination and Interview

Prospective candidates will be required to sit a written examination in Jakarta and be interviewed.

Application

The ILO promotes equal employment opportunities. Therefore, qualified women and men are encouraged to apply and submit their application along with CV, other supporting documents and references, addressed to:

INTERNATIONAL LABOUR OFFICE

Email : hrdjkt@ilo.org

Fax : 310 0766

Closing date: 30 October 2009

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