



VACANCY ANNOUNCEMENT 2009 – 025

Administrative Assistant

Post Title :	Administrative 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:	15 November 2009

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 Administrative Assistant (AA) will work under the supervision of the ILO Jakarta Finance/Administrative Officer. The AA will work in close collaboration with Nias-based Finance and Administrative Officer/Assistant, the contract Administrator and the Procurement Assistant.

The AA will be responsible for providing tasks and duties:

- Provide administrative support to the RACBP Project Implementation Support Unit in ILO Jakarta, including drafting communications, organizing and up-keeping records, documents and reference, and processing procurement requests from Nias-PMU;
- Provide administrative and logistic support to incoming and outgoing officials missions;
- Assist in procuring project equipment and supplies and arrange for control of distribution and maintenance of appropriate inventory records, including arrangements for shipment and clearing through customs;
- Maintain and reconcile a variety of records and administrative files;
- Provide administrative and logistic support to organizing meetings and seminars of RACBP in Jakarta or elsewhere. This includes preparing budgets, coordinating travel and lodging of participants, paying DSA, recruitment and payment of resources persons, and drafting related correspondence;
- Assist the Reporting Officer with the compilation and distribution of progress reports, work plans, various technical reports and other information related to RACBP;
- Organize and/or coordinate in-house or outsourced printing of publications related to RACBP as required;
- Maintain and regularly update the EIIP ILO Jakarta database of publications, including key documentation and publications about RACBP, both on the ILO Jakarta common drive on the server, and on the EIIP website;
- Provide assistance to the Finance/Administrative Officer of ILO Jakarta for the issuance, processing, control and conservation of documents relating to a variety of personnel actions, using ILO's integrated resource planning system IRIS.
- Assist the Finance/Administrative Officer of ILO Jakarta in processing and documenting transactions in IRIS concerning staff entitlements, benefits and privileges, and provide guidance and information to project staff on rules, regulations and procedures concerning conditions of service and on other personnel and administrative issues.
- Assist in maintaining/updating leave record and annual reports of project staff in Nias;
- Assist in translating documents, as required;
- Take notes and prepare minutes of internal and external meetings when required;
- Perform any other administrative 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 administrative 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 administration;
- A demonstrated knowledge of administrative 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 an advantage;
- 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 : hrdikt@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