



## VACANCY ANNOUNCEMENT 2009 – 028

### Finance /Administrative Officer

<b>Post Title:</b>	<b>Finance /Administrative Officer (National Post, one position)</b>
<b>Project:</b>	<b>Nias Islands Rural Access and Capacity Building Project (Nias-RACBP)</b>
<b>Duration:</b>	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
<b>Duty Station:</b>	Gunung Sitoli
<b>Grade:</b>	<b>National Officer – A</b>
<b>Starting date:</b>	<b>December 1, 2009</b>

#### 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 Genung Sitoli in Nias Islands. This RACBP Nias-PMU will be headed by an international Team Leader. The organizational set-up of the Nias-PMU includes four functional sections for the delivery of the Project. These are: i) Training and Capacity Development Section; ii) Engineering Section; iii) Planning & Community Development Section, and; iv) Cultural Heritage Section. In addition, a Project Implementation Support Section will be established at the Nias-PMU to provide various financial, administrative, contract management, logistics and procurement support. The Project Implementation Support Section will also be responsible for monitoring and evaluation functions. Programming, administrative and financial implementation support will also be provided through the ILO Jakarta Office. At full staffing strength, the Nias-PMU Office will include 12 professional staff (2 international and 10 national) and 35 support staff (national).

### **General Duties and Responsibilities**

The Finance & Administrative Officer will work under the supervision of the Project's Team Leader and will work in close collaboration and coordination with the Nias-PMU staff involved in administrative, financial and procurement work. He/she will liaise closely with the RACBP Administrative Assistant and Finance Assistant based at ILO Jakarta. The Finance & Administrative Officer's general responsibilities and duties include:

- Responsibility for all matters related to finances, personnel, and administration of the Nias-PMU;
- Manage, coordinate and supervise the work of the Finance/Admin Assistant, the Procurement Assistant/Store Keeper and the Secretaries;
- Represent the ILO in Nias Islands in meetings dealing with UN Operations and Security matters on behalf of Team Leader, if necessary.

### **Specific Duties**

Within the framework of his/her overall responsibilities, the specific duties and responsibilities of the Finance/Administrative Officer are:

- Prepare expenditure forecasts, budget proposals and estimates for project's activities.
- On a daily basis, organize and supervise the maintenance of accounting records, the calculation of and payment of overtime, travel claims, training settlement and other payments to staff, consultants, vendors and other claimants;
- Ensure the preparation of monthly imprest reports and special reports as required for budget preparation, audits or other Project requirements. The Finance/Administrative Officer may serve as certifying officer for the disbursement of funds.
- Monitor the operations of local currency account and ensure an adequate balance of deposits;
- Guide the Project management in monitoring project funds as well as in maintaining the internal financial controls of projects;
- Arrange for the local procurement, maintenance and safekeeping of equipment, furniture, vehicles and supplies for the office and the Project, as well as the maintenance and security of office premises;
- Maintain all administrative/financial/personnel records and files including inventories of project office equipment/furniture;
- Maintain liaison regarding daily administrative matters with local banks, government agencies and other UN agencies and discuss issues of common interest;

- Prepare correspondence, reports, evaluations and justifications as required regarding project administrative/financial matters,
- Regularly inform the Team Leader, the Deputy Team Leader and the ILO Jakarta Finance Officer about the financial situation of the Project, alert the management in case of constraints or financial matters that require attention and decisions by the management, and initiate appropriate and timely follow-up action to address identified constraints;
- Undertake field missions to project's site office(s) or to project sites to provide briefing and to assist in resolving problems of a financial or administrative nature;
- Provide inputs in the preparation of the Operational Manual of the RACBP, in particular with regards to administrative and financial procedures and quality control measures;
- Provide in-house orientation and training to the RACBP staff involved in financial, administrative and procurement matters;
- Provide inputs in the training of different groups of targeted trainees on financial management matters when required;
- Perform any other duties relevant to the assignment, as instructed by Project Officer and the Team Leader or his Deputy.

### **Education & Experience**

First level university degree in a relevant field (management and/or accounting) and at least six years of progressively responsible work in project finance/administration, preferably in a UN context or with an international organisation.

### **Competencies and Skills**

- Sound knowledge of UN financial and administrative rules, regulations and procedures;
- Good knowledge of relevant national/local laws and regulations;
- Good understanding of contract management procedures;
- Ability to interpret administrative and financial information, to identify and analyse problems, and to initiate appropriate action to address identified problems;
- Good drafting skills;
- Ability to communicate effectively both orally and in writing;
- Good computer applications skills, in particular regarding finance and administration related software applications;
- Proven ability to deal with confidential and sensitive matters;
- Good organizational skills and ability to work efficiently and effectively with limited supervision;
- Ability to work efficiently and effectively on his/her own initiative as well as a member of a team.;
- Ability to deal with people with tact and diplomacy;
- Proven ability to display a high standard of ethical conduct and exhibit honesty and integrity;
- Demonstrated ability to supervise staff;
- Good oral and written communication skills and ability to communicate with different staff levels;
- Good organizational skills;
- 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.

## **Remuneration**

National Officer Level A 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 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](mailto:hrdjkt@ilo.org)

Fax : 310 0766

Or by postal services to:

1. ILO  
PO Box 1075  
Jakarta 10010

or 2. ILO Project Nias  
Musium Pusaka Nias  
Jl. Yos Sudarso No. 134 A  
Gunung Sitoli

**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**