



## VACANCY ANNOUNCEMENT 2009 – 30

### Administrative Secretary

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| <b>Post Title</b>          | : Administrative Secretary  |
| <b>Project Title</b>       | : SCORE - Sustainability through Competitive and Responsible Enterprise (3 years) |
| <b>Duration</b>            | : 12 months   |
| <b>Grade</b>               | : GS 4  |
| <b>Duty Station</b>        | : Jakarta, Indonesia  |
| <b>Duration</b>            | : 12 months with possibility of extension   |
| <b>Starting date</b>       | : 15 November 2009  |
| <b>Organizational Unit</b> | : ILO Jakarta   |

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#### A. Background

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SCORE will be implemented in six countries, Colombia, Ghana, South Africa, Indonesia, India and China. The approach of the project is to, on the micro level through service providers provide training, counselling to upgrade enterprise competitiveness through good workplace practices; on the meso level build the capacity among service providers and associations to deliver commercially viable upgrading services, on the macro level demonstrate that the approach is replicable on a national scale to other sectors and locations and on the meta level, finally, through mass media influence the behaviour of enterprise level practices. The project will work in sectors with high potential for employment creation. Focus will be on capacity building at the meso level rather than direct subsidies of enterprise training. A global component will coordinate the project and be responsible for knowledge sharing, global advocacy and introduction of the programme in new countries. SCORE team in Indonesia consists of one Local project Officer and one Administrative Secretary.

#### B. The Position

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The ILO is hiring an Administrative Secretary. The incumbent will provide administrative and secretarial support to the Local Project Officer for SCORE project

#### C. Responsibilities and Duties of the Administrative Secretary

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1. Maintain project information system (in both paper and electronic files) for all programmes, administrative, financial and technical records, including reports, inventories, brochures, in-coming and out-going communications and all other documents based on established ILO procedure;
2. Encode documents and communications and assist in the preparation of reports;
3. Prepare budget estimates for project activities;

4. Process and examine project budget information and make necessary summaries to monitor budget implementation in line with established ILO budgeting requirements
5. Code and record receipts and payments, verify the accuracy of calculations and the completeness of supporting documents, and maintain a continuing status of allotments against obligations (including petty cash);
6. Arrange appointments and maintain the supervisor's calendar; receive visitors; place and screen telephone calls and answer queries with discretion;
7. Assist in organizing meetings and workshops and perform documentation work in relation to these activities;
8. Clear outgoing correspondence for accuracy and conformity with established procedures;
9. Draft routine correspondence and take follow-up action as required;
10. Assist in informal translation and interpretation work; and
11. Perform other duties as assigned by the supervisor.

**D. Nationality** – Indonesian.

**E. Education** – Completion of tertiary school education, supplemented by a secretarial diploma is the minimum requirement.

**F. Experience** – At least three years of experience in secretarial, administrative and finance-related work. Previous work experience with UN agencies /international organizations will be considered an advantage.

**G. Key Skills**

1. Good knowledge of the financial and administrative principles and practices.
2. Good administrative skills to provide administrative support.
3. Knowledge of accounting and finance procedures and ability to maintain financial records and prepare clerical reports and statements accurately.
4. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the use of filing systems will be considered an advantage.
5. Ability to work Microsoft Office programmes (Word, Excel, PowerPoint, and Outlook) required for work.
6. Ability to prepare preliminary reports and to draft correspondence.
7. Ability to deal with a range of staff and to respond to their queries.

**H. Personal Attributes**

1. Ability to effectively provide related support services to partner communities, government agencies, and institutions
2. Ability to reason and make sound judgments
3. Ability to organise own work
4. Ability to work on own initiative and as member of a team
5. Ability to work under pressure
6. Ability to work and communicate with people in a polite, gender-sensitive, courteous and cooperative manner and address colleagues, visitors and partners with tact and diplomacy
7. Must demonstrate a high standard of ethical conduct (honesty, integrity and loyalty to the Organization), and a high level of commitment to his/her job,
8. Must demonstrate responsible behaviour and attention to detail

**I. Languages** – Must be fluent in both spoken and written English and Bahasa-Indonesia.

**J. Remuneration**

General Services Level 4 of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

**K. Written Examination and Interview**

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

**L. Application**

Qualified women and men are encouraged to apply. Only qualified candidates will be notified. Please submit application **indicating the Vacancy Announcement Number** along with CV, 3 references and other supporting documents to:

**The Director, ILO Jakarta**  
**Attention: ILO EAST Programme**  
**Email: [hrdjkt@ilo.org](mailto:hrdjkt@ilo.org)**  
**Fax : (62-21) 3100766**

**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**