



## VACANCY ANNOUNCEMENT 2009 –34

### Finance/Administrative Assistant

<b>Post title :</b>	<b>Finance/Administrative Assistant</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>	<b>Gunung Sitoli</b>
<b>Grade:</b>	<b>GS-5</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 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).

### **Duties and Responsibilities**

The Finance/Administrative Assistant (F/A Assistant) will work under the daily supervision and guidance of the Finance/administrative Officer and under the overall direction of the Project Officer of the Nias-PMU Implementation Support Section. The responsibilities and tasks of the F/A Assistant include:

- Provide secretarial support to the Team Leader, the Deputy Team Leader, other Nias-PMU staff and incoming and outgoing official missions;
  - Carry out various administrative tasks, including drafting of non-substantive communications and the organization and up-keeping of records, documents and references;
  - Assist in procuring office supplies and arrange for the control and distribution and maintenance of appropriate inventory records;
  - Assist the Finance Officer in making disbursements from the petty cash, maintain records of such disbursements and balance accounts as required; prepare the project petty cash accounts for approval by the Finance Officer;
  - Calculate and ensure completeness/accuracy of travel expenses claims by all project staff, and overtime claims, for further transmission to the ILO for settlement;
  - Maintain and reconcile a variety of records and administrative files;
  - Provide administrative support to meetings and seminars organized in Nias or elsewhere. This includes preparing budgets, coordinating travel and lodging of participants, paying DSA, recruitment and payment of resources persons, and drafting related correspondence.
  - Draft correspondence and reports related to above duties;
  - Contribute to the development of computer-assisted administrative procedures;
  - Take notes and prepare minutes of internal and external meetings, as required;
  - Supervise the drivers of the Nias-PMU;
- Perform any other duties as assigned by the Team Leader, Deputy Team Leader, Project Officer, or Finance Officer that are relevant to the assignment.

### **Education and Experience:**

- Completion of secondary school or relevant commercial school diploma.
- At least 5 years of relevant experience as finance/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 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 an advantage;

- Ability to establish and maintain effective relationships with officials at all levels;
- Knowledge on gender mainstreaming;
- Fluency in Bahasa Indonesia, in spoken and written language. Working knowledge of Bahasa Nias is an advantage;
- Good working knowledge of spoken and written English.

### **Remuneration**

General Service 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 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: 04 November 2009**

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