



**VACANCY ANNOUNCEMENT**  
**No. 2008 - 09**

<b>Post Title:</b>	<b>Subcontracts Administrative Assistant</b>
<b>Project Title:</b>	<b>ILO Programme on Education and Skills Training for Youth</b>
<b>Executing Agency:</b>	<b>International Labour Organization</b>
<b>Duration:</b>	<b>Initial contract will be for 3 months (probation) with extension subject to satisfactory performance</b>
<b>Duty Station:</b>	<b>Jakarta</b>
<b>Starting Date:</b>	<b>1 April 2008</b>
<b>Grade:</b>	<b>GS-5</b>

### **Background**

The ILO Office in Jakarta is implementing a comprehensive programme in Indonesia. A major focus area for the ILO are young people, in terms of both preventing and eradicating child labour as well as promoting job opportunities for youth. As part of the country programme, the new Education and Skills Training for Youth in Indonesia (EAST) programme aims to improve the employment chances of young women and men and to eliminate and prevent child labour through better access to education and training opportunities. The EAST programme is being implemented with the Ministry of Education and the Ministry of Manpower as well as their related local government offices. Pending final donor and government approval, the programme will be implemented for four years in selected provinces in Eastern Indonesia and in Nanggroe Aceh Darussalam.

### **The Position**

The Subcontracts Administrative Assistant will be based in the ILO Jakarta Office, reporting to the Administrative/Finance Officer of the ILO Jakarta Office but working closely with the Administrative/Finance Officer and other staff of the EAST programme.

### **Duties:**

1. Compile and verify documentation related to preparation of Action Programmes, Service Contracts and other types of subcontracts under the EAST Programme, using the ILO integrated resource planning system, IRIS (based on Oracle Applications).
2. Prepare submission of subcontracts to ILO Headquarters for approval, monitor approval process, and liaise with ILO Headquarters and recipients of subcontracts as required.
3. Obtain quotations and estimates for preparation of subcontracts and Purchase orders.
4. Monitor the status and outputs of action programmes, service contracts and other types of subcontracts including external collaboration contracts (excolds) under the EAST Programme, and where necessary, take action to rectify shortcomings, using the IRIS system.

5. Assist in reviewing sub contract budget and report ensure the timely submission of sub contract reports
6. Provide timely payments of subcontracts and excols and keep records of payments and costs and maintain the files for the various contracts
7. Manage subcontracts database and reporting system in IRIS
8. Maintain and update suppliers'information database
9. Maintain and update inventory record of all project's equipment and furniture
10. Assist in preparing Travel application and processing travel claims
11. Assist in translation of documentation related to action programmes and contract awards when required
12. Maintain and update leave cards of all EAST staff members
13. Assists in preparing contracts/contract extension and change of other personnel actions in IRIS when required
14. Perform other duties as assigned by supervisor.

### **Key skills**

- 1) Experience with IT systems for administrative/financial management a distinct advantage. Experience with Oracle Applications or another major ERP (e.g. SAP, PeopleSoft, JD Edwards) would be a definite asset. The ILO is using Oracle Grants Accounting (Projects, General Ledger, Payables, Purchasing, HRMS).
- 2) Excellent computer applications skills.
- 3) Good knowledge of and ability to apply administrative and general financial principles and clerical practices.
- 4) Knowledge of procedures for preparing documents and filing systems
- 5) Ability to interpret various rules on contracting services, and interpret and analyze project information
- 6) Ability to reply in an appropriate manner to work related inquiries.
- 7) Ability to communicate effectively both orally and in writing.
- 8) Ability to take minutes of meetings.
- 9) Ability to organize own work.
- 10) Good written and spoken command of both English and Bahasa Indonesia.

### **Personal attributes**

- 11) Judgment, flexibility and responsiveness.
- 12) Ability to work on own initiative and as member of a team.
- 13) Ability to work under pressure.
- 14) Ability to deal with people with tact and diplomacy. Must display a high standard of ethical conduct and exhibit honesty and integrity.
- 15) Must demonstrate responsible behaviour and attention to detail

### **Education and experience**

- 16) Diploma from administration and secretarial academy or college and some training in finance/accounting
- 17) Knowledge of the UN or ILO financial, administrative and personnel rules, regulations and procedures a distinct advantage.
- 18) At least five years of secretarial and general clerical/administration work. Experience in working with technical cooperation projects would be an advantage.

### **Nationality – Indonesian**

### **Remuneration**

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

**Written Examination and Interview**

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

**Application**

Qualified women and men are encouraged to apply and submit their application along with CV and other supporting documents and references, addressed to:

**The Director, ILO Jakarta  
Attn: ILO EAST Programme  
P.O. BOX 1075, Jakarta 100  
Email: HRDJKT@ilo.org  
Fax: 3100766**

**Closing date: 28 March 2008**

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

