



## VACANCY ANNOUNCEMENT

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<b>VACANCY No:</b>	<b>2017/2</b>
<b>Project Title:</b>	Creating Decent Work opportunities for Syrian refugees and host communities through infrastructure improvement in Lebanon
<b>Position Title:</b>	Finance and Administrative Assistant
<b>Grade of the post:</b>	G5
<b>Contract Type:</b>	Fixed-term
<b>Duty Station:</b>	Beirut - Lebanon
<b>Duration of Post:</b>	One year
<b>Organization unit:</b>	Regional Office for Arab States
<b>Deadline of application:</b>	<b>6 February 2017</b>

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### **1. Introduction:**

In September 2016, it was estimated that 1,017,433 Syrian refugees live in Lebanon , which is about a quarter of Lebanon's estimated 4.3 million native residents. This substantial influx has severely affected the country's socio-economic situation and has resulted in unprecedented restrictions on Syrians entering Lebanon since late 2014. Labour market challenges have been exacerbated by the crisis and the unemployment rate has doubled to 12%. The informality rate of the country has increased by 10%.

The infrastructure that prior to the crisis was substandard, suffered tremendously under the influx of the large number of refugees. Public infrastructure including roads, waste management systems (sewage systems etc.), electricity grids and public buildings such as schools and healthcare facilities are deteriorating at a rapid speed. While most of the infrastructure is currently still functioning, it will cease to be usable if investments and maintenance are not undertaken soon.

Against this backdrop, the ILO ROAS office and UNDP have responded to the strong call for international assistance to expand assistance to host communities and refugees on livelihood support, in particular aiming at job creation and have partnered in the implementation of a project entitled: "Creating decent work opportunities for Syrian refugees and host communities through infrastructure improvement, in Lebanon". The ILO-led project that will be funded by KFW (Federal Reconstruction Credit Institute) aims: 1) to improve access to decent employment of Lebanese Host Community Members and Syrian refugees and 2) to improve infrastructure and public assets for Lebanon.

The Project will directly create mid- to long-term job opportunities for Lebanese (in particular skilled labour in the construction sector) as well as temporary work opportunities for Lebanese job-seekers (semi-skilled) and Syrian refugees.

Through several missions and a series of inputs from Geneva-based specialists and local consultancies on employment intensive programmes and crisis response, a similar first EIIP project in Jordan has also recently been signed.

## **2. Reporting lines:**

Under the overall guidance and supervision of the Chief Technical Advisor of the Project, the Finance and Admin Assistant will work in close collaboration and report directly to the National Procurement and Finance Officer contributing to the implementation of the project in the areas of his/her competence. Sh/he will also closely coordinate with the Regional Administrative Services in the regional office for Arab States (ROAS) Beirut. The responsibilities of the job require following representative tasks:

## **3. Duties and Responsibilities**

### **Generic duties:**

1. Organise travel plans, hotel reservations and arrangements and other logistics for various in-country and international missions related to the project for office staff or others as appropriate.
2. Arrange for the local procurement, maintenance and safekeeping of equipment, furniture, vehicles and supplies for the office and its projects, as well as the maintenance and security of office premises.
3. Brief experts and other officials on financial, personnel and administrative matters.
4. Ensure logistical support for seminars, workshops, training sessions and meetings.
5. Monitor the use, safekeeping and maintenance of the project records.
6. Perform other duties as may be assigned by the supervisor.
7. Make requisitions for office supplies and equipment locally and arrange for control of distribution and maintenance of appropriate inventory records.

### **Specific duties:**

#### **General administration:**

1. Assist the National Finance Officer in administrative coordination of project implementation, involving liaison with Regional Office and concerned unit to initiate requests, obtain necessary clearances, process and follow-up on administrative actions.
2. Provide general office assistance, handles routine administrative tasks, advice and guidance to staff with regard to administrative procedures, processes and practices including support to project-related missions and activities, preparing budgets, coordinating travel and lodging of officials and participants, recruitment and payment of resources persons, and taking notes at meetings/seminars.
3. Prepare background information, working papers and tables for briefing and review sessions by collecting data and relevant information on development and/or subject

matter activities of the area or region. Clear outgoing documents for conformity with established procedures and accuracy of statements before being signed by the supervisor.

4. Compiles, summarizes and enters data on project delivery; drafts related status reports, identifying shortfalls in delivery and brings them to the attention of management
5. Provides inputs to the Communications and Monitoring Officer to develop, maintain and update relevant project and technical cooperation information systems and database, records/registers/control plans on the status of projects at each project cycle and programming activities for monitoring and evaluation purposes.
6. Draft non-substantive correspondence on projects and programme activities and provide inputs to the reports related to project activities in accordance with the requirements of the Office and the UN and the country of the duty station.
7. Liaise with Regional office administration, ILO constituents, implementing agencies and social partners (organizations of employers and employees) for required clearances. Maintain their up-to-date directories.
8. Arrange internal and external meetings and appointments for in-coming missions, including high-ranking officials. Take notes and/or minutes at meetings.

**Finance:**

1. Assist the supervisor in monitoring and maintaining a central filing system for all financial records ensuring the completeness and accuracy of records in the correct database.
2. Classify and assign budget codes, verify and process payment claims, vouchers and invoices. Prepare payment vouchers ensuring the accuracy and documentation of all financial transactions. Maintain custody of the petty cash account and make payments of approved transaction.
3. Advise, respond, make arrangements and solve problems for the procurement, shipment and receipt of project supplies and equipment, including customs clearance. Issue shipping instructions to forwarding agents and suppliers, check shipping documentation, and determine and prepare insurance coverage. Prepare notification of dispatch and verify invoices.
4. Maintain, update and transmit inventory records.
5. Carry out all operations required for authorizing and effecting expenditures under project budget which includes making calculations, requesting funds, checking supporting justifying documents and making payments.

**4. Required qualifications:**

**Education:**

Completion of secondary school education.

**Language**

Excellent Arabic and good knowledge of English.

**Experience:**

At least five years of relevant work experience. Similar experience with the United National Common System or an International Organisation is desirable. Practical experience on standard software packages (Word, Excel, PowerPoint) and email. Experience in dealing

with confidential matters with discretion. Supervisory experience would be an asset. Knowledge of the relevant project and programme area and the office's operations would be ideal.

### **Competencies:**

This position requires:

- Proven ability to use word processing software and email.
- Ability to use other software packages as required by the project.
- Proven typing abilities.
- Thorough knowledge of modern office procedures.
- Thorough knowledge of clerical practices and procedures and knowledge of administrative practices and financial rules.
- Knowledge of the subject matter and programme served.
- Knowledge of in-house procedures for the preparation of documents and administrative forms and for the creation and maintenance of filing systems.
- Knowledge of protocol.
- Ability to reply in an appropriate manner to telephone and in-person inquiries.
- Ability to work well with colleagues.
- Ability or organise own work.
- Ability to obtain services from other work units inside or outside the project office for completion of tasks.
- Ability to search and retrieve information from databases and compile reports.
- Ability to respond to requests from officials from government offices, Ministries, ILO constituents and NGOs.
- Ability to determine relevant background and reference materials for others, and to screen requests for urgency and priority.
- Ability to deal with confidential matters with discretion.

### **CONDITIONS OF EMPLOYMENT**

**Pensionable Salary:** LL 54,713,000 p.a

**Basic Salary:** LL 43,945,000 p.a

#### **Allowances and benefits**

UN Pension Scheme

Health Insurance Scheme

30 working days' annual leave

Family Allowance

#### **How to apply**

Perspective candidates will be interviewed and may also be required to sit for a written examination. Candidates should send their Curriculum Vitae/resume to the following email address:

**RECRUIT-ARABSTATES@ilo.org** by indicating the above-mentioned

Vacancy number. Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.