**Job description**

<table>
<thead>
<tr>
<th>Title of position</th>
<th>Operations Manager/Administration and Finance</th>
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<tbody>
<tr>
<td>Grade</td>
<td>NOA</td>
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<tr>
<td>Duty station</td>
<td>Suva, Fiji</td>
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**Introduction**

The ILO Office for Pacific Island Countries based in Fiji, provides technical assistance to nine member States (Fiji, Kiribati, Republic of Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tuvalu and Vanuatu), as well as to non-member States in the region. Our work covers a wide range of areas including: labour and employment law and international labour standards, labour migration, the elimination of child labour and trafficking, promotion of gender equality, protection of seafarers, labour market statistics, occupational safety and health, HIV/AIDS in the workplace, youth employment, and entrepreneurship development.

The incumbent, who reports directly to and works under the supervision and guidance of the Director of CO-Suva, will undertake the duties mentioned below.

**Description of duties**


2. Compute payroll for office and project personnel. Execute appropriate payments to staff and for locally purchased goods and services. Ensure the preparation of monthly imprest reports. May serve as certifying officer for the disbursement of funds.

3. Provide advice and assistance to officials and experts in preparing project budgets, project document revisions and budgets for other activities. Assist and guide project management in monitoring project funds as well as in maintaining the internal financial controls of projects.
4. Responsible for the issuance, processing, control and conservation of documents relating to a variety of personnel actions, and monitor and ensure that these actions are taken in accordance with established policies and procedures.

5. Monitor, process and document transactions concerning staff entitlements, benefits and privileges, and provide guidance and information to staff on rules, regulations and procedures concerning conditions of service and on other personnel administrative issues.

6. Prepare draft vacancy announcements, establish contacts with potential sources of recruitment, place advertisements, respond to requests for information from potential candidates and conduct preliminary interviews and skill tests.

7. Brief experts and other officials on financial, personnel and administrative matters.

8. Organise travel plans and arrangements, and calculate and settle travel claims for office staff or others as appropriate.

9. 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.

10. Expedite customs clearance of goods and personal effects and the processing of immigration applications and other formalities.

11. Ensure logistical support for seminars, workshops, training sessions and meetings.

12. Monitor the use, safekeeping and maintenance of office records, and advise management on new or improved office procedures and practices.

13. Maintain liaison on daily administrative matters with local banks, insurance companies, government agencies, other UN agencies, etc., and attend inter-agency meetings to discuss issues of common interest.

14. Prepare correspondence on financial, personnel and administrative matters to other offices or headquarters, and prepare correspondence for the supervisor’s signature to government officials, international organizations and other outside bodies.

15. Undertake missions to other offices or to project sites to provide briefing and to resolve problems of a financial, personnel or administrative nature.

16. Supervise the work of support staff.

17. Perform other duties as may be assigned by the supervisor.

**Education** - First level university degree in finance, accounting or business administration. MBA, CPA or any other relevant professional qualification would be an asset.

**Experience** - At least one or two years of professional experience at the national level in financial management and business administration. Prior working experience in the UN or international organisations would be an asset.
Languages - Excellent command of English and excellent knowledge of another working language of the duty station.

Competencies - Knowledge of the office’s financial, administrative and personnel rules, regulations and procedures. Knowledge of national/local laws and regulations as pertinent to the areas of responsibility. Knowledge of the office’s programming matters and activities. Ability to interpret administrative information, to identify and analyse problems, and to understand the different components and how they inter-relate. Good drafting skills. Ability to communicate effectively both orally and in writing. Ability to clarify information. Good computer applications skills. Proven ability to deal with confidential and sensitive matters. Organizational skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy. Must display a high standard of ethical conduct and exhibit honesty and integrity. Ability to supervise staff.