<table>
<thead>
<tr>
<th><strong>Vacancy Notice No.</strong></th>
<th>04/2012</th>
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<tbody>
<tr>
<td><strong>Organisational Unit/Department:</strong></td>
<td>Regional Office for Asia and the Pacific</td>
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<td><strong>Technical Responsible Unit/Department:</strong></td>
<td>Regional Office for Asia and the Pacific</td>
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<tr>
<td><strong>Technical Cooperation Programme:</strong></td>
<td>RAS/INT/09/11/EEC Promoting Decent Work Across Borders: A Pilot Project for Migrant Health Professionals and Skilled Workers</td>
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<td><strong>Centralised or Decentralised Project:</strong></td>
<td>Decentralized</td>
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<td><strong>Position (Title):</strong></td>
<td>Administrative and Finance Assistant</td>
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<td><strong>Proposed grade:</strong></td>
<td>GS-4</td>
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<td><strong>Duty Station:</strong></td>
<td>Delhi (India)</td>
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<tr>
<td><strong>Type of contract:</strong></td>
<td>Fixed Term</td>
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<tr>
<td><strong>Source of funding:</strong></td>
<td>Technical Cooperation</td>
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<tr>
<td><strong>Duration:</strong></td>
<td>One year</td>
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<td><strong>Closing Date</strong></td>
<td>16 July 2012</td>
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**Introduction**

Migrant health care workers from developing countries are contributing to the health care sector of developed countries. The migration of professionals and skilled workers from developing countries, however, is generally perceived as negatively affecting the development prospects of the countries of origin, representing the drain of talent and brain power needed for a country’s growth and social progress. Inequities in the distribution of health workers within countries are well documented. Because public sectors are the largest employers of nurses, for example, budgetary constraints or tight fiscal reforms stunt employment growth, depressing realized returns on such professions. This discussion has been especially contentious in the fields of nursing and healthcare, where accelerating overseas employment demand has created skills shortages and imbalances in the origin countries.

The World Health Organization (WHO) in the World Health Report of 2006 defined Southeast Asia as the region with the highest absolute unmet demand for health workers. This is particularly true for India, as well as Bangladesh and Indonesia.

Circular migration, defined as a form of migration that allows some degree of legal mobility back and forth between the source and destination countries, is being seen as a tool that can both address the labour needs and demands of receiving states and maximize the benefits of migration for origin countries by promoting remittances, fostering return of skills and mitigating the risks of brain drain. While the merits of circulatory schemes have been articulated, good practice models for such schemes are rare and far between as few experiences have been implemented. The non-availability of reliable data and information on migration disaggregated by occupation, therefore, on assessing and forecasting the demand and supply of skilled workers has been a major constraint, limiting the potential for analysis and the development of appropriate schemes.

It is along this backdrop that the International Labour Organization (ILO), with funding support from the European Union (EU) through its thematic programme on migration and asylum, is implementing a technical cooperation project, Promoting Decent Work Across Borders: A Pilot Project for Migrant
Health Professionals and Skilled Workers. The project seeks to better understand the circular migration of professionals and highly skilled personnel in the health care sector through the development of the knowledge base on circular migration and the facilitation of policy dialogue on the topic, specialized employment services and the improvement of migration related labour market information systems.

Specifically, the project aims to: a) design and test a pilot scheme involving the online registration, skills testing and certification, preparation and counselling, placement for European employment and upon return, their re-employment; b) improve data collection and analysis of labour market information on the demand and supply of professionals and skilled personnel in health care in the EU, alternative destination countries and the employment prospects in the participating countries; and c) engage policy makers to discuss migration and mitigate the risks of brain drain in a pro-active manner.

The project centers its activities on three Asian countries with significant outflows of health professionals and skilled workers for foreign employment, namely the Philippines, India and Viet Nam. Aside from having significant recruitment and hiring of its healthcare professionals and skilled workers to foreign work opportunities, the said countries are actively pursuing cooperative agreements on hiring of health care professionals to various destination countries, including the European countries. These three countries already have (or have had) bilateral agreements covering healthcare professionals and skilled workers with the United Kingdom and Ireland, Spain and Germany in Europe. A few other European countries, in particular Finland, Belgium and Norway are also now in discussions with the source countries on the recruitment of healthcare professionals, especially nurses.

The Philippines, India and Viet Nam are actively seeking foreign employment for its nationals as part of their overall national development and employment policies and programs. The countries consider foreign employment and labour migration as contributing positively to national development and poverty reduction strategies, as larger scale emigration for employment has undoubtedly brought important economic and social benefits to the countries as a whole, and to the individual migrants and their families. All the three countries are however conscious of their obligations to the right to health and, at the same time ensure the protection of migrants’ workers’ rights, obligations that are well-articulated in each countries’ national legislation, political and institutional frameworks.

Specific duties and responsibilities

Under general guidance of the Director, DWT South Asia and Country Office India and overall supervision of the Project Chief Technical Adviser (CTA) based in Manila, the Administrative and Finance Assistant (in New Delhi) will provide secretarial, administrative and financial support to the Project. The New Delhi based Administrative and Finance Assistant will closely work with the Manila based Administrative and Finance Assistant to ensure efficient integration of administrative and financial requirements and reporting.

1. Assist in monitoring the overall budget and keep track of the financial requirements and expenditures of the Project and its country components in India;
2. Make sure that the routine financial transactions including contracting arrangements comply, and are consistent, with existing ILO rules and specific donor requirements;
3. Assist the CTA/national project coordinators in the preparation of periodic technical and financial reports and other ad-hoc reports as required by ILO-HQ and the donor;
4. Keep and maintain administrative and financial records in a systematic and orderly manner;
5. Prepare, in consultation with the CTA/NPC, periodic budget projection, activity costs and financial transaction reports;
6. Use standard word processing package to produce a variety of routine correspondence, memoranda, reports, tables, charts, graphs, etc. in accordance with standard office procedures;
7. Prepare, maintain and regularly update a list of names, addresses and telephone numbers of contacts and partners relevant to the project;
8. Make travel arrangements, hotel reservations and prepare travel authorization forms;
9. Advise, respond, make arrangements and solve problems on procurement, shipment and receipt of office and project supplies and equipment;
10. Provide secretarial and administrative support to meetings, seminars, workshops and similar activities;
11. Perform other duties as may be assigned by the supervisor.

Qualifications requirements:

Education:
Completion of secondary school education, plus formal training in accounting and/or finance

Experience:
Five years of general and accounting clerical work which have provided a good knowledge of accounting procedures and clerical practices. Familiarity with UN and ILO procedures will be an advantage.

Languages:
Excellent knowledge of English (oral and written)

Competencies:
- Proven ability to use word processing software and email.
- Proven ability to use other software packages required by work unit (Adobe, Excel, Word, Power point, and in house financial software, etc.).
- Ability to organize and run workshops and meetings at high level.
- Knowledge of modern office procedures and IT processes.
- Knowledge of clerical practices and procedures, and knowledge of administrative and financial practices.
- Knowledge of subject matter and programme served.
- Knowledge of procedures for preparation of documents and administrative forms, and for creation and maintenance of filing systems. Knowledge of protocol.
- Good knowledge of accounting principles and practices.
- Knowledge of the accounting and finance procedures and regulations of the office.
- Ability to maintain financial records and prepare clerical accounting reports and statements.
- Ability to reply in an appropriate manner to telephone and in-person inquiries.

APPLICATIONS, WRITTEN EXAMINATION AND INTERVIEW
Prospective candidates will be interviewed and may also be required to sit a written examination.

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. The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO is a no-smoking environment

No candidatures will be accepted after the closing date. Applications with full curriculum-
vitae should be addressed to:

Director, ILO DWT/CO-New Delhi, Core 4B, 3rd Floor, India Habitat Centre, Lodi Road, New Delhi-110 003, E-mail: RECRUIT-DELHI@ilo.org, FAX: 91-11-24602101. The ILO will inform the short-listed candidates.

Reviewed by RHRO, RO-Bangkok
19 June 2012
GS-4 Admin and Fin Assistant_DWAB_India (final)