



INTERNATIONAL LABOUR OFFICE (ILO)
JOB DESCRIPTION

Vacancy Notice No,	07/2016
Organisational Unit/Department:	Decent Work Team for South Asia and the Country Office for India (DWT/CO)
Position (Title):	Administrative Assistant
Proposed grade	G-6
Duty Station:	New Delhi (India)
Type of contract:	Fixed Term (Regular Budget)
Closing Date	30 November 2016

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- TC Staff members with at least five years of continuous service with the Office are encouraged to apply and will be given special consideration at the screening and evaluation stage.
- External Candidates

SUPERVISION

Overall supervision by: Director, ILO CO/DWT, New Delhi

BACKGROUND

The ILO New Delhi Office houses the Decent Work Team for South Asia (DWT) and Country Office for India. The DWT covers seven member countries – Afghanistan, Bangladesh, India, Maldives, Nepal, Pakistan and Sri Lanka and (Bhutan – a non-member country).

The ILO New Delhi Country Office has primary responsibility for the implementation of India Decent Work Country Programme, including technical cooperation activities in India, with regular budget and extra-budgetary technical cooperation projects and the supervision of the associated staff.

Under the guidance and direct supervision of the Director, the Administrative Assistant will provide support in execution of the administrative services in the ILO Decent Work Team for South Asia and Country Office for India, New Delhi.

The responsibilities and tasks of the position will be carried out within the ILO's results based management framework and in accordance with ILO financial and administrative rules and procedures. Liaison with all units in the New Delhi office and relevant units in the Regional Office and in Headquarters is also required for the effective performance of the duties.

DESCRIPTION OF DUTIES:

Under the direct supervision of the Director, DWT/CO, New Delhi, the Administrative Assistant will provide support to the DWT in New Delhi.

DUTIES AND RESPONSIBILITIES:

1. Perform administrative work including interpretation and processing of entitlements, issuance of contracts and maintenance of various official records and files.
2. Search for and prepare administrative related briefing materials for the supervisor for use on official trips, special meetings and for action. Collect, solicit and coordinate briefing materials for the supervisor's missions and meetings, ensuring that submission timetables are adhered to. Select and make pertinent abstracts and undertake searches for information.
3. Participate in the organization and preparation of special meetings and make all important administrative arrangements and facilities for conducting workshops and seminars.
4. Assign General Service staff to meet work requirements, and review and evaluate work of subordinates. (As applicable to certain area offices).
5. May assist in the conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff and assist in housing rentals. (As applicable to certain area offices).
6. Brief international officials on general administrative matters relating to visas, licences and security. Provide advice and ensure administrative support as required.
7. Prepare, on own initiative, correspondence, reports, evaluations and justifications as required on general administrative or other related tasks (which may be of a confidential nature), attach necessary background information, maintain follow-up system, and draw the attention of the supervisor to matters requiring immediate and/or personal attention.
8. Assist in the preparation of administrative reports and documents such as office or project budgets and maintain administrative records.
9. Provide guidance and supervise the work of lower level administrative and/or other support staff.
10. Advise and assist other staff with office management and administrative support services when necessary. Participate in discussions of new or revised procedures and practices, and interpret and assess the impact of change. Provide interpretation of administrative rules, regulations and procedures.
11. Maintain policy, confidential and general administrative files.
12. Maintain contact and perform liaison duties with concerned ministries, government offices and UN agencies, and provide protocol services as required.



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13. Requisition office supplies and equipment locally and abroad, and arrange for control of distribution and maintenance of inventory records.
14. Perform other duties as assigned by the supervisor or the officer-in-charge.

SPECIFIC DUTIES:

15. Provide day to day administrative support to DWT TEAM and liaise with administrative units of country offices in South Asia concerning DWT specialists' technical support to these country offices.
16. Brief staff, experts and/or consultants on administrative procedures. Assist in briefing/debriefing staff on issues relating to documentation procedures, practices and other issues relating to travel or any other administrative matter.
17. Compile/search documents, respond to queries from inside and outside the organization.
18. Draft reports of and participate in internal meetings to provide information on administrative matters.
19. Carry out all operations required for preparing fund requests under different sources, verifying the expenditure reports and supporting vouchers received from the vendors and preparing payment requests for submission to the Finance unit.
20. Draft correspondence and reports related to the area of responsibility. Format documents and reports using desktop publishing tools.
21. Provide administrative support to meetings and seminars organized in or outside of New Delhi. This includes preparing budgets, coordinating travel and lodging of participants, paying DSA, recruitment and payment of resources persons, and drafting relative correspondence.
22. Carry out all operations required for authorising and effectuating expenditures under all types of funding, including making calculations, requesting funds and making payments. Maintain tracking, monitoring and/or reporting systems regarding allocations and expenditures.
23. Initiate action for engaging experts and consultants. This includes entering contract information in a database, drafting correspondence and maintaining files. May be asked to verify completeness of work done by external consultants.
24. Contribute to the development of computer-assisted administrative procedures.

Education – Completion of secondary school education. First level university degree particularly in Finance, Administration would be an added advantage.

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Experience – Six years of progressively responsible clerical and administrative work, and some training in an administrative field. Experience in administration and finance will be advantage.

Knowledge of database packages, desktop publishing and experience in handling of web based management systems is desirable.

Languages – Excellent knowledge of Hindi and English

Competencies — Good knowledge of administrative procedures and accounting principles. Ability to search and retrieve information from central databases and compile reports. Good drafting skills. Ability to establish and maintain effective relationships with officials at all levels. Ability to work accurately with administrative data. Proven ability to use word processing software and email. Ability to operate computer program and software packages for various administrative actions and excellent knowledge of MS office (Word, Excel and Power Point) is essential. Knowledge of database packages, desktop publishing and experience in handling of web based management systems. Thorough knowledge of modern office procedures. 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 respond to requests from officials from government offices, ministries, ILO constituents and NGOs. Ability to evaluate correspondence and inquiries for best course of action. Ability to communicate effectively both orally and in writing. Ability to deal with a range of staff and to respond to their queries. Ability to work in a team and to work under pressure. Good organizational skills. Excellent time management skills. Must demonstrate responsible behaviour and attention to detail. Ability to work and communicate with people in a polite, courteous and cooperative manner. Must display high standards of ethical conduct. Must demonstrate honesty and integrity. Ability to reason and make sound judgements. 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. May need supervisory skills.

APPLICATIONS, WRITTEN EXAMINATION AND INTERVIEW

Prospective candidates will be interviewed and will be required to sit in 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 the Director, ILO DWT/CO-New Delhi and sent to RECRUIT-DELHI@ilo.org only, with a subject line "Application for vacancy notice 07/2016- Administrative Assistant". **Any application received after mid night of the closing date, will not be considered for short listing.**

ILO DWT/CO-New Delhi, Core 4B, 3rd Floor, India Habitat Centre, Lodi Road, New Delhi-110 003, Ph: 91-11-47509200, FAX: 91-11-24602101.

The ILO will inform the short-listed candidates.

Reviewed by RHRD, RO-Bangkok

28 October 2016

GS-6 Administrative Assistant