



International Labour Organization

VACANCY ANNOUNCEMENT

Position Title:	Programme Assistant
Duty Station:	Budapest, Hungary
Level:	GS-5
Duration:	12 months, renewable
Contract type:	FT
To Apply:	Please submit CV and a cover letter (both in English) stating your reasons for applying for this position and describing how your experience is relevant to the job to: < RECRUIT-BUD@ilo.org > Please indicate "Programme Assistant" and your surname in the subject line. Please note that only short-listed candidates will be contacted.
Application deadline:	Sunday, 4th of September 2016
Starting date:	As soon as possible

1. Introduction: general information about the context in which the official will work:

The position is located in the ILO Decent Work Technical Support Team and Country Office for Central and Eastern Europe (DWT/CO-Budapest). DWT/CO-Budapest provides advisory services, capacity development and technical assistance to governments and to employers' and workers' organizations in areas related to the mandate of expertise of the ILO, including rights at work, employment creation, social protection, social dialogue and gender equality.

The DWT/CO-Budapest covers the following countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Former Yugoslav Republic of Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovak Republic, Slovenia and Ukraine.

The main purpose of the position is to provide administrative backstopping and assistance to the planning, implementation and monitoring of ILO projects and activities in Central and Eastern Europe as well as to support and complement the work of the Senior Secretary to the DWT/CO Office Director.

The position will report to the Programme Officer of DWT/CO-Budapest.

2. Duties and responsibilities:

Generic duties

1. Collect data and other information on developments and/or subject matter activities of the area or region, maintain relevant programme and technical cooperation information systems and databases, and prepare background information.
2. Maintain and update databases and records on programming activities for programme monitoring and evaluation purposes.

3. Process and examine project budget information and data in accordance with instructions, and make necessary abstracts and computations.
4. Summarize information reflecting current obligations and future programme and budgetary implications.
5. Maintain and keep registers and control plans on the status of programmes and projects at formulation, implementation and operational stages.
6. Verify the conformance of project terms of reference with work plans and set objectives.
7. Prepare background material, working papers and tables for briefing and review sessions.
8. Draft non-substantive correspondence on projects and programme activities.
9. May be required to carry out specific operational and/or control tasks for programme and project implementation.
10. Perform other related duties as required.

Specific duties

1. Provide assistance and support to project staff in the project locations on office policies, administrative procedures, financial rules and regulations. Monitor work plans and timely delivery of tasks, exchange correspondence and take appropriate operational and control tasks, facilitate timely implementation of planned activities and adherence to financial and administrative rules and regulations.
2. Prepare and maintain all administrative and financial documentation of relevant projects. Monitor expenditure and participate in budget re-phasing as required. Collect information and contribute to periodic and ad hoc financial and thematic reporting.
3. Respond, make arrangements and solve problems for the procurement, shipment and receipt of project supplies and equipment. Prepare related Purchase Orders and External Collaboration Contracts.
4. Provide assistance in organizing meetings, seminars and workshops, including organizing the travel of staff and non-staff involved, arranging briefings and appointments, taking notes/minutes and producing reports. Help preparing the Annual Review and Planning Meetings; process and copy documentation to be distributed.
5. Process Travel Authorisations for the National Coordinators funded from the regular budget.
6. Coordinate the completion and submission of bi-monthly reports to the Regional Office and other reports as required.
7. Support and/or replace the Senior Secretary when necessary in various administrative and secretarial tasks, e.g. contributing to the preparation of missions for the Director; arranging meetings, maintaining office files and records, drafting correspondence in accordance with standard office procedures, performing liaison duties with concerned ministries for required clearances.

Education – Completion of secondary school education.

Experience – Five years of related clerical and/or office experience, including record keeping and processing of information.

Languages – Excellent knowledge of English and Hungarian. Knowledge of other ILO working languages and/or Central and Eastern European languages would be an advantage.

Competencies – Knowledge of rules and procedures related to the various components of the project and programme area. Knowledge of the office's operations. Ability to work with word processing and spreadsheet software, as well as computer software packages required for work.

Ability to work well with colleagues. Ability to organize own work. Ability to maintain records and prepare clerical reports and statements. Ability to work in a team and to work under pressure. Must demonstrate responsible behaviour and attention to detail. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory attitudes and behaviour.