



## **Terms of Reference: Finance and Administration Intern under Finance and Administration Unit**

**Assignment:** Finance and Administration intern

**Duration:** Initially 3 months *(possibility to extend for another 3 months subject to performance, availability of funds and work needed)*

**Duty Station:** Lusaka - ILO Country Office for Zambia, Malawi and Mozambique

### Background

### **DUTIES AND RESPONSIBILITIES:**

Finance and Administration Assistant will act as a support function to the Finance and Administration and Human Resource Departments. He /she will be responsible to assist in day to day activities and specifically work in the following areas:

#### **Support in HR Functions:**

- Assist in research on the matters related to the HR policies.
- Assist in recruitment process by facilitating in preparing interview documents and compilation of results
- Assist in updating of HR data, filing of office documents and updating/maintaining databases.

#### **Finance Functions:**

- supporting the process of entering all financial transactions in relevant forms ensuring they are in order; manage records, file invoices, receipts, delivery orders and contracts
- Review paperwork on procurement proposals including preparing request forms, collecting quotation and preparing purchase orders
- Follow-up on outstanding payments
- Assist the finance department/projects in keeping track of expenditures on seminars and subcontracts
- Support the Processing of travel requests and collect travel reports
- Carryout an inventory of office furniture and equipment and updating the assets records
- Provide admin support, including routine logistics of calls, meetings and workshops
- Assist in photocopy of vouchers
- Assist in reconciling copies with original vouchers

#### **Support in Registry Functions:**

- To help in updating the filing Index
- Filing and updating the files and closing up the files that are over ten years old.
- Classification of documents and opening of new files
- Maintenance and retrieval of documents
- Help in sorting out the files to be sent to Geneva , Regional Office and DWST



**Requirements:**

Education: **be enrolled in the final year of a postgraduate degree programme (*such as a master's programme or equivalent*) OR the candidate must have completed at least four years at the university or equivalent institution towards the completion of a degree - Social Sciences, Business Administration.**

Duration: **Initially 3 months (possibility to extend for another 3 months subject to performance, availability of funds and work needed)**

Language: **Excellent command of English**

**HOW TO APPLY:**

Submit application letters with CVs (do not include certificates) with at least 3 traceable references to us by email: [lusaka@ilo.org](mailto:lusaka@ilo.org) addressed to **the Director, ILO Country Office for Zambia, Malawi and Mozambique**. Closing date for internship applications is **4 August 2016, C.O.B**