



Terms of Reference: Finance and Administration Intern under the Skills for Employability Project

ASSIGNMENT: Finance and Administration Intern

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

DUTY STATION: Lilongwe, Malawi

1. BACKGROUND

The ILO is implementing a Project on “Strengthening skills development systems to promote access and employability especially of young women and men” (*Skills for Employability in short*) in Malawi.

This project is designed to support the Government of Malawi and social partners to overcome challenges faced by the skills development system through capacity enhancement in the area of work integrated learning, and implementation of systems for recognition of prior learning. This is in support of the Malawi Growth and Development Strategy (MGDS), whose overall goal is to transform the country from a predominantly consuming and importing country to a producing and exporting country. According to Malawi’s National Export Strategy Document, skills shortages exist in Malawi in both the private and public sector; and the rural and urban contexts, thus limiting productive capacity, especially in higher value production chains.

The Project will contribute to the Malawi Country Programme Outcome MWI105 on “*Enhanced skills, employability and entrepreneurial capacity of target populations especially youth, women and persons with disabilities*”. It will build on recommendations emanating from the research carried out under the STED Project (2015-2016) implemented with SIDA financial assistance. The Project will also seek to address cross-cutting issues of social dialogue by supporting the effective engagement of social partners in dialogues and design of skills development, gender equality by ensuring gender equity in the participation of young women and men in the apprenticeship training programme.

2. DUTIES AND RESPONSIBILITIES:

The Intern will provide finance and administration support services to the Project. He/she will be assist in day to day operations of Project activities and will specifically work in the following areas:

- 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
- Assist the Projects in keeping track of expenditures on seminars and subcontracts
- Support the Processing of travel requests and collect travel reports
- Provide admin support, including routine logistics of calls, meetings and workshops
- Assist with documentation, photocopying and systematic filing of Project document
- Assist in reconciling copies with original vouchers
- Assist in classification of documents and opening and updating of files
- Assist in developing and maintaining the Project Photo library.

3. QUALIFICATION REQUIREMENTS

Education: The candidate must have completed at least four years at the university or equivalent institution towards the completion of a degree – **Social Sciences, Finance, Business Administration or Development Studies**



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

4. HOW TO APPLY:

Submit application letters with CVs (do not include certificates) with at least 3 traceable references to us by email: HR_Lusaka@ilo.org addressed to the Director, ILO Country Office for Zambia, Malawi and Mozambique. Closing date for internship applications is **2 February 2017, C.O.B**