

ILO Tokyo Office
Finance and Programme Officer
NO-A

Introduction

The position is based in the ILO Office for Japan (ILO-Tokyo). The incumbent provides overall administrative, financial and programme support and acts as Certifying Officer for the Office. The incumbent reports to the ILO Office Director.

The incumbent is responsible for the following duties:

Duties

1. Verify expenditure forecasts, budget proposals. Maintain financial records of allocations, expenditure control. Keep custody of the accounting records.
2. Monitor the appropriate payroll payments to staff for office. Provide guidance on financial related issues during the procurement processes.
3. Organize and carry out the briefing of officials on financial matters.
4. Organize travel plans and arrangements, and calculate and settle travel claims for office staff or others as appropriate.
5. As the Financial Certifying Officer, control and monitor all kind of purchasing documents in IRIS. Check and control the supporting documents and information attached to Purchase Requisitions and Purchase Orders before approval. Make sure that the appropriate procedure is applied and the supporting documents are in line with the expectation of ILO rules and the IDGS.
6. Monitor the use, safekeeping and maintenance of financial records, and advise other staff in the office on new or improved financial procedures and practices.
7. Maintain liaison on daily administrative and financial matters with local banks, insurance companies, government agencies, other UN agencies, etc., and attend inter-agency meetings to discuss issues of common interest (Local Salary Survey Committee).
8. Review and analyse country specific issues and priorities, socio-economic data, reports and other relevant information.
9. Monitor progress of ILO programmes and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
10. Follow-up with relevant departments at headquarters and regional office, government offices, constituents and other organizations to expedite implementation and meet targets.
11. Provide programming and administrative support to programmes.

12. Prepare briefs, periodical reports and statistical data on status of programme and activities.
13. Build and maintain good relationship with constituents.
14. Assist in the development and maintenance of computerised information systems for use in monitoring and reporting on activities and performance.
15. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
16. Brief ILO specialists, experts and visiting officials and provide relevant information on programme matters.
17. Draft in, or translate into, Japanese news releases, official correspondence, statements and speeches and other public information material.
18. Supervise the work of support staff.
19. Perform other duties as may be assigned by the supervisor.

Education - First level university degree in a relevant field.

Experience - At least five years of professional experience, including two-year experience at the national level, in the occupational area.

Languages - Excellent command of English and Japanese

Competencies: Knowledge of the office's financial, administrative and personnel rules, regulations and procedures and knowledge of programme and budget. Knowledge of national/local laws and regulations as pertinent to the areas of responsibility. Knowledge of the office's programming matters and activities. Ability to interpret administrative information, to identify and analyse problems, and to understand the different components and how they inter-relate. Good drafting skills. Ability to communicate effectively both orally and in writing. Ability to clarify information. Good computer applications skills. Proven ability to deal with confidential and sensitive matters. Organizational skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy. Must display a high standard of ethical conduct. Ability to supervise staff. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory attitudes and behaviour.