



International Labour Office

## JOB DESCRIPTION

### Instructions:

1. *This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.*
2. *Time frame required by HRD to review the JD: minimum two weeks*

For HRD Use Only	
Job Description Received:	
Approved & Returned:	

<b>Organisational Unit/Department:</b>	DWT/Pretoria
<b>Technical Responsible Unit/Department:</b>	EIIP
<b>Technical Cooperation Programme:</b>	Expanded Public Works Programme - National
<b>Centralised or Decentralised Project:</b>	Decentralized
<b>Position (Title):</b>	Finance and Admin Clerk
<b>Grade:</b>	G4 X 2 positions
<b>Duty Station:</b>	Pretoria
<b>Type of contract (SST, ST or FT):</b>	FT
<b>Source of funding (TC, PSI or RBSA):</b>	TC
<b>Duration:</b>	One year, maybe renewed

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

The Expanded Public Works Programme (EPWP) in South Africa is a nationwide programme which makes systematic use of public expenditure to boost productive employment and to develop marketable skills among Women, Youth, and People with Disability thereby contributing to the national goal of alleviating poverty. The EPWP provides work opportunities to the poor and unemployed and in the process contribute to social protection for the marginalized communities in the short to medium term. Part of the strategy of the EPWP is to increase the labour intensity of government infrastructure projects through the use of employment intensive work methods (in the delivery and maintenance of infrastructure) in a bid to stimulate the creation of employment opportunities and inject cash into the local economy in the form of wages.

### 2. Summary of main duties and responsibilities:

The Finance and Admin Clerk (FAC), will primarily provide support the EPWP team at national and extended support to the team in Polokwane. The EPWP team works embedded within the National Department of Public Works EPWP. Therefore, the FAC will also work with the broader EPWP Branch partners. The FAC will report to the national Chief Technical Advisor (CTA) and work under the overall supervision of the director of the DWT/CO Pretoria.

### 3. Administrative tasks:

- Maintain office administrative files and records. Search and select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- Provide advice and assist staff members and their dependents by processing requests for official visas, and other necessary administrative documents in accordance with the requirements of the Office and the United Nations and the country of the duty station.
- Draft correspondence, emails, memoranda and reports on administrative matters from oral instructions, previous correspondence or other available information sources in accordance with standard office procedures.
- Classify and code material relating to a number of subject-matter areas. Maintain general office files or provide guidance to the registry clerk in performing this duty.
- Make travel arrangements, hotel reservations and prepare travel authorization forms.
- Advise, respond, make arrangements and attend to procurement processes.
- Provide secretarial and/or administrative support for meetings, seminars and/or workshops.
- Perform liaison duties with concerned stakeholders including delivery and collection of interdepartmental documents

- Maintain, update and transmit inventory records of non-expendable equipment.
4. Finance tasks:
- Maintain financial records for project or other office accounts for which responsibility is assigned.
  - Code and record receipts and payments, verify the accuracy of calculations and the completeness of supporting documents, and maintain a continuing status of allotments against obligations.
  - Check and correct accounting information files (Computerised and/or manual) and identify incorrect data.
  - Enter financial data into computer and print financial reports.
  - Assist in preparing recurring reports on assigned accounts, noting problems resulting from excess cost or less than expected receipts. Prepare reports to clarify problems or as requested for other reasons.
  - Calculate and compile cost estimates and assist in the preparation of budget statements for the project.
  - Perform other duties as assigned by the supervisor.
5. Qualifications requirements: education, language, experience and competencies.

Education – Completion of Secondary School Education, formal training in accounting and/or finance or other relevant qualification from a recognised commercial school or equivalent will be an added advantage

Experience – At least three to four year of experience in Administration and accounting clerical work, general clerical work, which should have provided a good knowledge of clerical practices and procedures

Languages – Excellent command of English. Knowledge of another local language of the duty station will be an added advantage.

**Competencies** – Proven ability to use word processing and spreadsheet software and email. Ability to use other software packages required by the work unit. Proven typing abilities. Thorough knowledge of modern office procedures. Thorough knowledge of clerical practices and procedures, and knowledge of administrative practices. Knowledge of the subject matter and programme served. 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 reply in an appropriate manner to telephone and in-person inquiries. Ability to work well with colleagues. Ability to organize own work. Ability to evaluate correspondence and inquiries for best course of action. Ability to obtain services from other work units inside or outside the office for completion of tasks. Ability to search and retrieve information from databases and compile reports. Ability to respond to requests from officials from government offices, ministries, ILO constituents and NGOs. 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. Ability to maintain financial records and prepare clerical accounting reports and statements. Thorough knowledge of clerical practices and procedures, and knowledge of administrative practices. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing system. Ability to obtain services from other work units inside or outside the office for completion of tasks. Ability to determine relevant background and reference materials for others, and to screen request for urgency and priority. Ability to work in a team and to work under pressure. Ability to organise work. Ability to work with confidential material. Must demonstrate responsible behaviour and attention to detail.

**The contract offers a benefits package according to ILO standards.**

**Grade: G4 Step 1 Gross salary per annum: R 252, 160.00 (FIGURES QUOTED (BASED ON THE RATE AT THE TIME OF PUBLICATION OF THIS VACANCY) ARE ONLY INDICATIVE)**

**Applications with a detailed Curriculum Vitae (must include a minimum of 3 referees) and a motivation letter (quoting the Job title) should either be e-mailed or posted to the details below, and to reach us by no later than 29 December 2017, COB. (Only short listed candidates will be contacted):**

The Director, ILO Office Pretoria, E-mail: [hr\\_pretoria@ilo.org](mailto:hr_pretoria@ilo.org) (hr\_pretoria@ilo.org)  
P.O.Box 11694, Hatfield 0028  
Enquiries: Tel: +27 12 818 8000.

*“Assessed candidates who will be considered as appointable but not selected for this position can also be offered to be assigned on another temporary position at the same or at a lower grade provided that said candidates possesses the minimum qualifications for this position”.*