

# Job Title: Finance and Administrative Assistant



International  
Labour  
Organization

**Grade: G5**

**Vacancy no.:** DC/NEWDELHI/GS/2021/06

**Publication date:** 15 September 2021

**Application deadline (midnight India time):** 06 October 2021

**Job ID:** 6626

**Department:** RO-Asia and the Pacific

**Organization Unit:** DWT/CO-New Delhi

**Location:** New Delhi

**Contract type:** Fixed Term

**Contract duration:** One year (with possibility of extension up to 18 months)

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Under article 4.2, paragraph (e) of the Staff Regulations, the filling of vacancies in technical cooperation projects does not fall under Annex I of the Staff Regulations and is made by direct selection by the Director-General.

In order to support the best informed process in the filling of the above-mentioned vacancy by direct selection, the ILO invites interested candidates to submit their application online by the above date.

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates\*

\*The recruitment process for General Service positions is subject to specific local recruitment criteria. The ILO may only offer a contract to persons who have a valid residency status and work permit in India .

The ILO values diversity among its staff and welcomes applications from qualified female candidates. We also encourage applicants with disabilities. If you are unable to complete our online application form due to a disability, please send an email to [ilojobs@ilo.org](mailto:ilojobs@ilo.org).

Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organization. A one-year fixed-term contract will be given. Extensions of technical cooperation contracts are subject to various elements including the following: availability of funds, continuing need of the functions and satisfactory conduct and performance.

\*Conditions of employment for external candidates: In conformity with existing ILO practice, the appointment of an external candidate will normally be made at the first step of this grade. The entry level salary for this position is INR 784,918 yearly less deductions for medical and pension.

## Introduction

Enhancing female labour force participation (FLFP) and improving women's access to decent employment opportunities have been an important work area for realizing gender equality and sustainable development as stated in India's Decent Work Country Programme . The COVID-19 has amplified its importance as it brought increased demand for unpaid care work which will likely result in further decline in FLFP. Women workers are generally disadvantaged in accessing decent work and the pandemic has deteriorated the working conditions of women workers particularly in the care sectors. For creating a better normal to realize gender equality and decent work for all, India needs to create more decent employment opportunities, improve the working conditions of workers in the care sector who are mostly women, and work towards promoting a better sharing of unpaid care responsibilities. In this context, the ILO Country Office for India will implement an 18-month project entitled "Expanding decent work opportunities in the care economy in India". The project will contribute to the delivery of the India Decent Work Country Programme (2018-2022), a country programme framework signed by the ILO, Government of India, and Employers' and Workers' Organizations. The project supports key national institutions in strengthening their capacity to address one of the major barriers confronting women, care burden, for enhancing female labour force participation and women's access to decent work in India. The ILO provides technical assistance in carrying out a series of assessments on investment needs and job creation potential in the care economy for evidence-based development of a national strategy on the sector and for guiding policy makers on increasing budgetary allocation for the development of the sector. The project facilitates tripartite dialogue at national and state levels (two pilot states), and supports the workers' and employers' organizations to develop a strategy for improving the rights and working conditions of care sector workers, and promoting measures for a more balanced sharing of family responsibilities.

The finance and administrative assistant will oversee and provide administrative, and financial support for the management and implementation of the project activities in accordance with ILO policies and procedures

Reporting lines:

The finance and administrative assistant will work under the direct supervision of the National Project Coordinator and general supervision of the Deputy Director of ILO DWT/CO- New Delhi. The incumbent will work with the guidance of Administrative and Finance unit and the Programme Officer in the Programming Unit, assigned to backstop this project in ILO DWT/ CO New Delhi.

## **Description of Duties**

1. Assist in monitoring the development plans and priorities, reports and other relevant information of project implementing partners with a view of identifying potential areas for cooperation.
2. Provide programming and administrative support to activities undertaken by the implementing partners and prepare briefs, periodical reports, media updates and statistical data on status of project activities, to contribute to the preparation of technical and progress reports.
3. Draft correspondence, letters, emails, meeting notes, memoranda and reports on administrative matters in accordance with standard office procedures.
4. Responsible for all administrative tasks, including logistical support to the project personnel, travel arrangements, visas, hotel reservation, etc. and provide logistics arrangements for conferences, seminars, workshops and meetings.
5. Assist the project coordinator in the programming and preparation of budget estimates and expenditure forecasts by analysing and monitoring the situation of resources as compared to planned activities, including budget revisions and rephrasing as per timeline agreed with donor and in accordance with ILO internal procedures.
6. Assist the project in maintaining project financial transaction and reporting systems in accordance with the ILO financial rules and regulations. Prepare administrative and finance related briefing materials for the reporting purposes. Keep abreast of the progress report requirements and timetable, providing support for the preparation of the submission.
7. Process contracts for financial clearance and payment. Review and build capacity of contractors/ implementation partners to manage finances in compliance with ILO rules and ensure compliance before submitting to the Finance Unit. Follow-up with them for timely submission of reports / invoices in compliance with ILO rules. Inform the National Project Coordinator of potential difficulties that may arise from the administrative and finance management capacity and competence of implementing partners to address the problem in timely manner.
8. Assist in maintaining contact and person liaison duties with concerned technical units in the ILO New Delhi office, ILO HQ and regional office, national stakeholders in India.
9. Review incoming correspondences, which requires action by the Project Coordinator; monitor that deadlines for responses are met; follow up with other organisational units / entities to facilitate response flow on time
10. Assist the National Project Coordinator in formatting the official documents using desktop publishing tools.
11. Perform other duties as may be assigned by the supervisors.

## **Required qualifications**

### **Education**

A minimum of university degree.

### **Experience**

Five (5) years of progressively responsible administrative, secretarial and finance work. Professional training in finance and administrative field would be an added advantage. Proven experience of supporting implementation of technical cooperation projects and working effectively with government bodies, bilateral / multilateral agencies including UN would be an asset.

### **Languages**

Excellent command in English and Hindi.

### **Competencies**

- Knowledge of programme and budget and thorough understanding of wide range of administrative policies and procedures.
- Ability to take responsibility, prioritize work assignments, organize own schedule, perform routine work independently, watch for details, meet deadlines and adapt to changing demands and multitask.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office including desktop publishing tools.
- Excellent report / document formatting and designing skills
- High standards of ethical conduct and honesty, integrity and transparency
- Orientation to learning and knowledge sharing and openness to change
- Ability to obtain services from other work units inside or outside the office for completion of tasks
- Ability to work as a member of a team
- Ability to search and retrieve information from databases and compile reports;
- Ability to deal with confidential matters with discretion
- Sensitivity to diversity and client orientation
- Thorough knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation

and maintenance of filing systems.

- Good communication skills, both orally and in writing and ability to communicate with people in a polite, courteous and cooperative manner.
  - Ability to work under pressure and to meet the deadline.
  - Must demonstrate responsible behaviour and attention to details.
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### **Recruitment process**

Please note that all candidates must complete an on-line application form. To apply, please visit ILO People. The system provides instructions for online application procedures.

### **Fraud warning**

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.