

Job Title: Finance and Administrative Assistant



International
Labour
Organization

Grade: G5

Vacancy no.: DC/NEWDELHI/GS/2021/05

Publication date: 15 September 2021

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

Job ID: 6624

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)

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.

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

The India@75 strategy underscores the need for effective waste management rules and 'waste to wealth'. Yet, inadequate waste collection, transport, treatment, disposal and regulatory compliance continue to pose environmental and health challenges in India, besides the appalling decent work deficits and associated stigma. Almost all the waste finds its way into the informal sector and is the only livelihood means for many traditionally marginalized communities, including women and youth. Waste accounts for 3.7 per cent of GHG emissions in the country. COVID-19 has amplified the demand for effective municipal solid and liquid waste management (SLWM).

The 'Promoting green-decent job creation in the waste value chain sector in India' project will [which will focus on bio-medical, plastic and chemical waste streams and complement efforts in the waste value chain to support a Just Transition (JT), for creating more and better-quality formal jobs, particularly for women, and a green recovery from the COVID-19 pandemic. The project supports the Government and social partners in achieving a Just Transition (JT) towards environmentally sustainable economies and societies for all in solid and liquid waste (SLW) at the central and municipal levels.

The project will be implemented within the 5-year programme framework of the ILO 'India Decent Work Country Programme – 2018-22' a commitment agreed and signed jointly by the ILO, Government of India, employers' and workers' organisations. The finance and administrative assistant will oversee and provide administrative, secretarial 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 and evaluation of development plans and priorities, reports and other relevant information of project implementing partners with a view of identifying potential areas for cooperation and ensure gender-responsive principles are incorporated throughout activities.
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 and ensure 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 a 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 the UN, as well as experience with gender-mainstreaming and/or implementing gender-sensitive practices, would be an asset.

Languages

Excellent command of 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 deadlines.
- Must demonstrate responsible behaviour and attention to details.
- Knowledge of gender mainstreaming principles and approaches.

Ability to work in a multicultural environment, and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

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.

ILO is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply.

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.