## JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

### 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

<table>
<thead>
<tr>
<th>For HRD Use Only</th>
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<tbody>
<tr>
<td>Job Description Received:</td>
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<tr>
<td>Approved &amp; Returned:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Organisational Unit/Department:</th>
<th>ILO Office for Turkey</th>
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<tbody>
<tr>
<td>Technical Responsible Unit/Department:</td>
<td>ILO Office for Turkey / ILO Migrant Branch</td>
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<tr>
<td>Technical Cooperation Programme:</td>
<td>Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey</td>
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<tr>
<td>Centralised or Decentralised Project:</td>
<td>Decentralized</td>
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<tr>
<td>Position (Title):</td>
<td>Administrative and Finance Assistant</td>
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<tr>
<td>Proposed grade (to be confirmed by HRD):</td>
<td>GS-6</td>
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<tr>
<td>Duty Station:</td>
<td>Ankara, Turkey</td>
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<tr>
<td>Type of contract (SST, ST or FT):</td>
<td>FT</td>
</tr>
<tr>
<td>Source of funding (TC, PSI or RBSA):</td>
<td>TC</td>
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<tr>
<td>Duration:</td>
<td>Until 31.12.2019</td>
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### 1. Introduction: general information about the context in which the official will work / background on the project:

The project is funded by the EU Trust Fund and links to CPO TUR 159 (Policies and programmes implemented by constituents aimed at protecting migrant workers’ rights and promoting decent employment for the Syrian refugees and migrant workers -Outcome 9).

The project is based on three specific objectives, further reinforced by cross-cutting actions, to facilitate the early entry of Syrian refugees and Turkish workers from host communities into the labour market and to help them develop, strengthen and upgrade their skills and competences as required. In addition, the project will support both communities where relevant through entrepreneurship training and business services development, supporting of active labour market policies, leveraging opportunities identified by regional development agencies, private sector actors and value chain analysis methodology.

The project builds on ILO interventions on the Syrian refugee crisis in Turkey since 2014, promoting comprehensive short- and medium-term employment-rich measures to be implemented within the framework of Turkey’s overall response and the Regional Refugee and Resilience Plan (3RP).

Three integrated objectives of the project are to:
- Increase the availability of a skilled, competent and productive labour supply to facilitate access to decent work for Syrian refugees and Turkish host communities.
- Promote an enabling environment for business development and economic growth in identified sectors and geographic locations to address job creation and stimulate entrepreneurship opportunities for Syrian refugees and Turkish host communities.
- Provide support to labour market governance institutions and mechanisms in implementing inclusive development strategies.

Pilot provinces of the project are Ankara, Istanbul, Bursa, Konya, Gaziantep, Şanlıurfa, Adana, Mersin, Hatay.

The ILO will be operationally and technically responsible for the implementation of the project in close cooperation with International Organisation for Migration (IOM), national authorities and the social partners. The Administrative and Finance Assistant will assist the Finance and Procurement Officer and will work closely with the National Project Coordinator by undertaking the below mentioned duties.

2. Reporting lines:

The Administrative and Finance Assistant will report to the National Project Coordinator under the overall supervision of the Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

1. Assist in the preparation of the Statement of Expenditures of the various events and maintain project financial records.
2. Record and reconcile project expenditures, payments, statements, reports and other data as required.
3. Follow-up on deliverables, advance, progress and final payments for all types of contracts (external collaboration contracts, purchase orders for services & goods) under the project.
4. Collect and compile all documentation (invoice, acceptance of good and services, etc) for the preparation of payments.
5. Process the payment requests by using the ILO’s internal integrated resource utilization system and software.
6. Prepare acceptance of services & goods in consultation with the field coordinator and submit them for review and signature of relevant project officers.
7. Process and examine project budget information and data in accordance with instructions, and make necessary abstracts and computations for the Finance and Procurement Officer.
8. Assist in the financial preparation, budget realization and revisions by calculating and compiling cost estimates/market research and projected budget requirements. Summarize information reflecting current obligations, delivery rates and budgetary implications.
9. Maintain regular files and enter and verify data on the project expenditure.
10. Provide support, when necessary, in the preparation and running of project workshops and meetings.
11. Prepare background material, such as working papers and tables and graphs for briefing and for the preparation of financial reports.
12. Provide administrative support for the admin issues relating to the project staff.
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13. Perform other duties as may be assigned by the Finance and Procurement Officer, the National Project Coordinator and the Director of ILO Office for Turkey.

Qualifications requirements:

Education

- Completion of secondary school education plus formal training in accounting, economics and/or finance from a recognized commercial school or equivalent.

Experience

- At least 6 years of general work experience,
- At least two years of specific experience in administrative, finance, procurement or project assistant positions,
- Familiarity with UN, EU and/or ILO procedures will be an asset.

Languages

- Excellent knowledge of Turkish and good knowledge of English.

Competencies

- Ability to use other software packages required by work (Excel, Word, Power Point).
- Thorough knowledge of clerical practices and procedures, and knowledge of administrative and financial practices.
- Demonstrated ability to apply finance and accounting methods.
- Ability to maintain financial records and prepare clerical accounting reports and statements.
- Ability to search and retrieve information from databases and compile reports.
- Ability to communicate in an appropriate and clear manner.
- Demonstrated responsible behaviour and attention to detail.
- Ability to work in a multicultural environment and gender-sensitive attitude.