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 / HQ EUROPE</td>
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<tr>
<td>Technical Cooperation Programme:</td>
<td>Technical Assistance for Improving Social Dialogue in Working Life</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>Finance Officer</td>
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<tr>
<td>Proposed grade (to be confirmed by HRD):</td>
<td>NOA</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>ST</td>
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<tr>
<td>Source of funding (TC, PSI or RBSA):</td>
<td>TC</td>
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<tr>
<td>Duration:</td>
<td>Until 31.07.2018</td>
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1. **Introduction**: general information about the context in which the official will work / background on the project:

The project aims to promote social dialogue at all levels in Turkey. The specific objectives of the project are to increase the capacity of social partners and relevant public institutions and to raise awareness on social dialogue at all levels through a holistic approach. The total budget of the project is EUR 2,500,000.

The main beneficiary of the project is the General Directorate of Labour of the Ministry of Labour and Social Security (MoLSS). It is expected that through wide range of activities such as the trainings, study tours and internships, increased institutional and staff capacity of the MoLSS, the other relevant public agencies and social partners will help sustaining the achievements and good practices adopted within the scope of the project. Furthermore, analytical studies addressing different aspects of the social dialogue will create a knowledge base to develop evidence-based and sustainable policies with social partners and other relevant organizations to improve social dialogue in the country. Thus, it will facilitate better compliance of existing legislation and practices with the ILO norms and standards as well as the EU norms.

Pilot interventions at enterprise level and in selected sectors and among workers and employers will enable the adoption of good practices to improve social dialogue. Furthermore, these good practices will enable policy makers to make informed decisions on the identified policy priorities and maintain policy coherence to secure better policy outcomes.

Bipartite committees, joint management plans, pilot work councils will encourage workers and employers to enhance social dialogue between themselves and at enterprise level to disseminate the culture of social dialogue across enterprises including SMEs in different sectors.

The project envisages three major results as follows:

- Institutional capacity of MoLSS, related institutions and social partners has been improved to better engage in social dialogue in working life,
- Awareness of the institutions and the general public on freedom of association, collective bargaining and social dialogue at all levels has been improved,
- Social dialogue mechanisms at all levels have been improved.
2. **Reporting lines:**

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

3. **Duties:**

- Administer all financial transactions, monitor expenditures and ensure the execution of all payments which involve interpretation and application of ILO administrative and financial regulations and procedures.
- Review, prepare, and where appropriate consolidate expenditure forecasts based on approved allocations for all sources of funds, and propose necessary changes in budget allocations.
- Ensure that the project expenditures are realized in accordance with the approved project budget and in compliance with the ILO’s financial rules and regulations.
- Ensure that the procurement and contract management of the project are conducted in compliance with both the project contract and its ruling annexes and the ILO’s relevant rules and regulations. Direct and control all contracts administered by the project in accordance with ILO policies, rules, and instructions.
- Maintain regular files and data on the project expenditures and enter/verify data at the ILO’s financial system.
- Flag the project management about the project expenditures and commitments if there is any irregularity or necessity for new request of payment from the CFCU.
- Prepare the financial reports of the project, expenditure forecasts, budget proposals and estimates.
- Assemble and present statistical information. Maintain financial records of allocations, expenditure control data and reconciliation statements of expenditures.
- S/he will work closely with the Admin/Finance assistant and be based at the ILO premises.

4. **Qualifications requirements:**

**Education**
- First level university degree in accounting, finance, social sciences or law.

**Experience**
- At least two years’ general professional experience.

**Specific professional experience**
- Two years of specific professional experience on accounting and finance.
- Knowledge of ILO procurement rules is an asset.
- Knowledge of the various aspects of the financial operations.

**Languages**
- Excellent command of English and Turkish.

**Competencies**
- Ability to relate financial/accounting theory to operating practices.
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- Ability to analyse financial information from several sources, examining documentation, reconciling discrepancies or inconsistencies.
- Ability to draft reports and explain decisions effectively to project management.
- Demonstrated ability to apply finance and accounting methods.
- Ability to draft correspondence.
- Ability to use common office computer applications.
- Good organizational skills.
- Knowledge of the various aspects of the financial operations and how they interrelate to other operations within the Organization such as personnel and programming.