



International Labour Organization
Organisation internationale du Travail
Organización Internacional del Trabajo

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Announcement No. KL/GS/05 (2017) E

VACANCY ANNOUNCEMENT

Post Title: Finance and Administrative Assistant
Project Title: Labour Law Reform and From Protocol to Practice: A Bridge to Global Action on Forced labour (The Bridge Project)
Post Level: GS-6
Duration: One year fixed-term contract with the possibility of extension
Duty Station: Kuala Lumpur, Malaysia

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 following vacancy by direct selection, the ILO invites interested candidates to submit their applications by the above date.

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 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.

The following are eligible to apply:

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

Introduction:

The BRDGE Project in Malaysia aims to improve compliance with international labour standards with regard to child labour, forced labour, and migrant workers. The ILO will focus technical assistance in the areas of legislative reform including promotion of coherence between various laws and the closing of loopholes, capacity building of the enforcement machinery, and awareness raising targeting the Government of Malaysia, primarily officials of MOHR and MOHA, as well as to workers and employers organisations and relevant NGOs and human rights bodies/organisations. Cooperation with relevant United Nations Organisations, particularly UNICEF, UNDP, UNODC, and IOM, will be pursued.

The Labour Law Reform Project has an overall objective to provide technical support and training to the government, workers and employers in the field of labour law reform, labour inspection and industrial relations in order to protect all workers and ensuring that national laws are respected. It must collaborate with workers', employers' and their organizations to better understand the compliance gaps and to leverage their voice in community outreach and awareness raising, particularly with respect to the new laws and regulations that are expected to be adopted.

The Finance and Administrative Assistant (FAA) will be based in the UN Building in Kuala Lumpur. The FAA will work under the supervision of the Technical Officer (BRIDGE) and the National Project Coordinators and the Chief Technical Advisor (CTA) of Labour Law Reform Project. Administrative supervision will be provided by the ILO Deputy Regional Director who oversees the ILO program in Malaysia.

Specifically, the FAA will undertake the following duties and responsibilities:

Duties and responsibilities:

1. Guide the development and maintenance of project financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports.
2. Process contracts for financial clearance and payment. Identify and ensure the correctness and appropriateness of types of contracts used with each activity, and ensure all necessary supporting documents are attached.
3. Prepare routine correspondence to verify data, answer queries and obtain additional information, follow-up as necessary with project and ILO staff, consultants and counterparts. Draw the attention of the National Project Coordinator, the Technical Officer and, where necessary the Senior Programme Officer / Project Coordinator, to matters requiring immediate attention.
4. Review, identify the need for and request additional information on the financial reports of project implementing partners, ensuring compliance with ILO rules, before submitting to the Finance Unit.
5. Classify and assign budget codes, verify and process claims for payment, and check payment vouchers, prices and claims invoices.
6. Provide administrative and financial backstopping and guidance for project staff and consultants, with respect to payments, entitlements, travel claims, and other requirements relating to accounts and finance.
7. Consult with Finance Unit and relevant project team in Bangkok on rules, regulations and procedures, and inform project staff, partners, consultants, interns of new or revised procedures and practices.

8. Prepare recurring reports as scheduled and special reports as required for donor reporting, for budget preparation, audits or other reasons, in accordance with guidance from Bangkok and Geneva finance teams.
9. Calculate and compile cost estimates, and participate in budget analysis and projections as required by the National Project Coordinator, Technical Officer and Senior Programme Officer / Project Coordinator.
10. Provide support in the preparation and running of project workshops and meetings in Malaysia and ensure the appropriate disbursement of DSA where necessary.
11. Perform other duties as assigned by the Technical Officer and Senior Programme Officer/ Project Coordinator.

Qualification requirements:

Education - Completion of secondary school education with training in administrative field

Experience – Six years of progressively responsible clerical and administrative work, and some training in an administrative field. Proven experience in management of budgets and events in Malaysia, including in the UN system. Knowledge and understanding of Malaysian immigration processes and systems.

Languages - Excellent command of English and Bahasa languages.

Competencies –

- Thorough knowledge and understanding of a complex body of financial and administrative rules, guidelines and procedures.
- Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems.
- Strong analytical skills. Ability to reason and make sound judgments.
- Ability to maintain financial records and prepare clerical accounting reports and statements.
- Must demonstrate responsible behaviour and attention to detail.
- Ability to deal with confidential matters with discretion.
- Must display high standards of ethical conduct.
- Proficient in basic computer software (Microsoft Word, Powerpoint, Excel, Adobe Reader) and ability to use other software packages required by the Office.
- Proven ability to evaluate correspondence and inquiries for best course of action.
- Ability to respond to work related inquiries in an appropriate manner.
- Ability to obtain services from other work units inside or outside the office for completion of tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to work on own initiative as well as a member of a team.
- Organizational skills.
- Ability to clarify information.
- Ability to deal with people with tact and diplomacy.

Conditions of employment:

Starting salary: Ringgit 55,418. - per annum
Allowances & benefits: Affiliation to the United Nations Joint Staff Pension Fund
Affiliation to the ILO-ITU Staff Health Insurance Fund
Dependants' allowance
30 working days of annual leave

Applications process:

Interested candidates are requested to send their applications to the Regional Human Resources Unit, International Labour Organization via e-mail bkk_hr@ilo.org by **22 August 2017**. Please indicate the reference code **KL/GS/05(2017) E** in the subject line. This vacancy announcement has been issued on the ILO website ([http://www.ilo.org/asia/info/WCMS_099955/lang--en/index.htm](http://www.ilo.org/asia/info/WCMS_099955/lang-en/index.htm)). Only candidates under positive consideration will be notified.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.