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Announcement No. 06 (2017) E

VACANCY ANNOUNCEMENT

Post Title: Programme and Administrative Assistant
Project Title: Realizing women migrant workers' rights and opportunities in the ASEAN Region (SAFE & FAIR)
Post Level: GS-5
Duration: One year fixed-term contract with the possibility of extension
Duty Station: Bangkok
Project End Date: December 2022

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.
- External candidates.

Introduction:

SAFE & FAIR will work on a local, national and regional basis delivering technical assistance and support with the overall objective of making labour migration safe and fair for all women in the ASEAN region. SAFE & FAIR engages with ASEAN Member States' government authorities; ASEAN institutions; workers' organizations; employers and recruitment agencies; civil society organizations; community-based organizations; families and communities; research institutions and academia, media networks, youth, and the general public and supports comprehensive country programme active in eight countries (Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Thailand and Viet Nam).

The project is part of the multi-year EU-UN Spotlight Initiative to Eliminate Violence against Women and Girls. The project is implemented by the ILO and UN Women, with ILO as the lead agency.

Reporting lines:

The Programme and Administrative Assistant will work under the general supervision of the Chief Technical Adviser. Specifically, the Programme and Administrative Assistant will perform and assume the following tasks and responsibilities:

Duties and responsibilities:

1. Assist in monitoring budget, expenditures and administrative matters of the SAFE & FAIR Project in Bangkok, Thailand.
2. Provide support and overview to monitoring budget, expenditures and administrative matters for the Regional SAFE & FAIR Project, as delivered through the country offices.
3. Prepare and process financial transactions in IRIS including contracts, travel requests, purchase orders and requisitions, external payment authorizations and others as may be necessary.
4. Review monthly expenditure and process expenditures in IRIS. Prepare budget revisions and update budgets in the financial management system (IRIS) where necessary. Prepare monthly financial reports of the Project.
5. Provide advice and support on financial and administrative matters to project staff where necessary, including finance systems and processes. Ensure compliance with ILO procedures and intervene as required. Assist in the preparation of financial reports and documents.
6. Assist the CTA and technical staff in processing start up and implementation of action programmes and undertake the drafting of different types of contracts as well as in processing vouchers and financial clearances for these activities.
7. Maintain an overview of the work in the Regional activities and project countries to ensure compliance with ILO procedures.
8. Maintain and update project databases including project information relating to budget, expenditures and status of on-going project personnel contracts. Maintain a follow-up system; set-up and maintain an orderly filing system for the Project.
9. Provide secretarial and administrative support for seminars, workshops, meetings and other activities of the Project, including preparation of invitation letters and other documents for meetings as well as logistical arrangements.
10. Make travel arrangements, hotel reservations and prepare travel authorizations/claims, compile, calculate and prepare cost estimates and prepare documents and materials for missions.
11. Receive and assist visitors, place and screen telephone calls and correspondences, maintain the CTA's calendar, arrange meetings as necessary, and respond to routine queries and requests for information.

12. Make arrangements for the procurement, shipment and receipt of office and project supplies, equipment and materials and household effect, including customs clearance.
13. In coordination with the Regional Human Resources Development Unit, assist staff members and their dependents in processing requests for visas, identity cards, driving licenses and other necessary administrative documents in accordance with the requirements of the ILO and the Royal Thai Government.
14. Draft correspondence, reports and documents on project activities and ensure accuracy and conformity to existing standards and procedures.
15. Assist the CTA and technical staff in the preparation of status reports, progress and evaluation reports, and ad hoc reports required by the ILO and the donor.
16. Maintain regular communication with project staff and project partners and do follow-up actions on activities as necessary.
17. Perform other duties as may be required by the CTA.

Qualification requirements:

Education - Completion of secondary school education, supplemented by commercial training in bookkeeping, accounting, business administration or equivalent experience.

Experience - At least five years of project/management support (admin and finance) experience. Familiarity with ILO administrative procedures is preferred.

Languages - Proficiency in English and Thai languages with good drafting skills.

Competencies –

- Knowledge of ILO administrative and financial policies and procedures
- Excellent organizational skills
- Knowledge of requirements and procedures for the preparation and processing of documents, vouchers, administrative and financial forms and for the creation and maintenance of filing systems.
- Ability to establish and maintain a comprehensive administrative and financial information system
- Excellent computer skills (Microsoft Word, Excel, PowerPoint, Adobe Reader) and ability to use other software packages required by the project.
- Ability to communicate effectively both orally and in writing.
- Ability to work as a member of a team and manage heavy workload under time pressure.
- Ability to evaluate correspondence and inquiries for best course of action.
- Ability to respond to work related inquiries in a timely and appropriate manner.
- Ability to obtain services and support from other work units inside and outside the office for completion of tasks.
- Ability to make effective administrative arrangements for meetings, missions, trainings and the like with minimum supervision;

- Capacity and willingness to take initiatives;
- Team player with good communication and interpersonal skills;
- Ability to work under time pressure and meet deadlines.

Conditions of employment:

Starting salary: Baht717,305- 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 to bkk_hr@ilo.org by **27 December 2017**. This vacancy announcement has been issued on the ILO website (<http://www.ilo.org/asia/about/lang--en/index.htm>). Only candidates under positive consideration will be notified. Applications submitted by officials in the same grade will be given prior consideration. Short-listed candidates will be required to sit in a written examination and an interview.

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