



International Labour Office

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*

<i>For HRD Use Only</i>	
Job Description Received:	
Approved & Returned:	

Organisational Unit/Department:	ILO Office for Turkey
Technical Responsible Unit/Department:	ILO Office for Turkey / ILO Migrant Branch
Technical Cooperation Programme:	Promoting Decent Work Opportunities for Non-Syrian Refugees and Asylum Seekers in Turkey
Centralised or Decentralised Project:	Decentralized
Position (Title):	Finance and Administrative Assistant
Proposed grade (to be confirmed by HRD):	GS-6
Duty Station:	Ankara, Turkey
Type of contract (SST, ST or FT):	FT
Source of funding (TC, PSI or RBSA):	TC
Duration:	Until 29.03.2019

1. **Introduction: general information about the context in which the official will work / background on the project:**

The project is funded by the U.S The Bureau of Population, Refugees and Migration (PRM) 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).

Large movements of refugees and migrants continue to top the global political agenda, including that of the ILO. ILO is supporting further policy dialogue on a range of related issues, including implementation of the legislation, access to employment-related services, social protection, conditions and rights at work, business investment and transition from the informal to the formal economy.

While attention is focused on approximately 3 million Syrian refugees, Turkey is also home to hundreds of thousands of refugees and migrants from other countries who face different challenges in accessing labour markets in decent conditions. Lack of data and assessments on living and working conditions of non-Syrian refugees and asylum seekers remains a major challenge. To that end, with the current project, ILO aims to collect information and analyse the socio-economic conditions of non-Syrian refugees and asylum seekers and explore employment possibilities and access to decent work opportunities in satellite cities that refugees are resettled through labour market analyses. The project will focus on enhancing the knowledge and evidence base for further interventions in addressing the very specific decent work needs of refugee populations in Turkey.

The main objectives of the project are to:

- Enhancing the knowledge and evidence base by identifying, collating and analysing reliable data and information on refugees, in particular non-Syrians, in the labour market

through local and national level research, studies and surveys to inform policy making interventions.

- Strengthening the capacity of national and local authorities to address some of the challenges that non-Syrian asylum seekers and refugees encounter in Turkey.
- Enhancing labour market integration of non-Syrians through improving their skills, supporting existing national mechanisms and improving information and wider understanding on refugee community, particularly on non-Syrian refugee and asylum seeker rights, benefit and responsibilities.

The ILO will be operationally and technically responsible for the referred project which will be implemented and managed by the ILO in close cooperation with national social partners. The Administrative and Finance Assistant will assist the Finance and Administrative Officer and will work closely with the National Project Coordinator by undertaking the below mentioned duties.

2. Reporting lines:

The Finance and Administrative Assistant will report to the National Programme Officer 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. Assist in the procurement of services and office supplies/equipment under the project either locally or abroad and arrange for control of distribution and maintenance of inventory records.
4. Liaise with vendors and relevant departments of stakeholders to ensure that ILO procedures are followed in procurement processes.
5. Process financial documentation such as external collaboration contracts, purchase orders (for services & goods) and follow-up on approvals, progress and final payments for external collaboration and purchase orders.
6. Process and examine project budget information and data in accordance with instructions, and make necessary abstracts and computations for the Finance and Administrative Officer.
7. 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.
8. Maintain regular files and enter and verify data on the project expenditure.
9. Perform necessary tasks under the ILO's internal integrated resource utilization system and software
10. Prepare background material, such as working papers and tables and graphs for briefing and for the preparation of financial reports.
11. Perform other duties as may be assigned by the Finance and Administrative Officer, the National Programme Officer and the Director of ILO Ankara.



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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 accounting work experience,
- Experience in administrative, finance, procurement or project assistant positions,
- Familiarity with UN, EU and/or ILO procedures will be an asset.

Languages

- Excellent command of English and Turkish.

Competencies

- Ability to use word processing and spreadsheet software effectively.
- Ability to use other software packages required by work (Excel, Word, Power Point).
- Ability to organize workshops and meetings.
- Thorough knowledge of clerical practices and procedures, and knowledge of administrative and financial practices.
- Demonstrated ability to apply finance and accounting methods.
- Good skills for preparation of documents and administrative forms, and for creation and maintenance of filing systems.
- 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.