



International Labour Office

JOB DESCRIPTION

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:	DWT/CO Pretoria
Technical Responsible Unit/Department:	COOP, ENTERPRISES
Technical Cooperation Programme:	Development of a Social Economy Policy for South Africa
Centralised or Decentralised Project:	Decentralized
Position (Title):	Finance and Admin Assistant (FAA)
Grade:	G5
Duty Station:	Pretoria
Type of contract (SST, ST or FT):	FT
Source of funding (TC, PSI or RBSA):	TC
Duration:	12 months with possibility of extension

1. Introduction: general information about the context in which the official will work

The International Labour organisation (ILO) seeks to recruit the services of a Finance and Admin Assistant (FAA). The individual will provide admin and finance support of the Social Economy Policy project, alongside co-ordinating deliverables associated with the project.

The ILO has an agreement with the South African National Department of Economic Development (EDD) to provide technical assistance in the development of a policy in the social economy. This is a new programme, funded for three years, which requires someone who can provide flexible support and input as a valued member of the project team.

The official will be based in the ILO Pretoria office and will work closely with the Chief Technical Adviser (CTA) who will be based part time at the ILO and part-time at the EDD office. The FAA is therefore a crucial link between the ILO and the government-based team both within the ILO, and to external stakeholders. Therefore, the official operates in an environment where he/she has to be a self- starter, able to work independently, triage and prioritise well, and manage multiple and at times complex tasks as per financial and administrative needs.

2. Reporting Lines

The FAA will work under the direct supervision of CTA and under the overall responsibility of the Director of the DWT/CO Pretoria.

3. Summary of main duties and responsibilities:

- i. Maintain financial records and monitoring systems to record and reconcile expenditures for project or other office accounts for which responsibility is assigned.
- ii. Perform administrative work as processing of entitlements, issuance of contracts (excolls and service contracts) and maintenance of various official records and files.
- iii. Make travel arrangements, hotel reservations and make travel authorization forms for technical experts and Partners.
- iv. Participate in the organization and preparation of meetings, seminars, workshops and conferences including support to the SEPU team and make all important administrative arrangements and facilities.
- v. Classify and code material relating to a number of subject-matter areas. Maintain, update and transmit the inventory records of non-expendable equipment.
- vi. Calculate and compile cost estimates and projected budget requirements, and assist in the preparation of budget statements for the area of assignment.
- vii. Process payments as travel allowance and settlements including payments to suppliers.

- viii. Brief and assist newly arrived international staff, experts and consultants on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- ix. Provide advice and ensure administrative support as required.
- x. Make arrangements for the procurement, shipment and receipt of project supplies and equipment and household effects, including customs clearance. Assist staff members by processing requests for visas, and other necessary administrative documents in accordance with the requirements of the office.
- xi. Perform other duties as assigned by the Chief Technical Advisor or the DWT/CO Director

4. Qualifications requirements: education, language, experience and competencies.

Education

Completion of Secondary school education plus formal training in accounting, finance or business administration from a recognized commercial school or equivalent.

Experience

Five years of experience in clerical administrative work including record keeping and processing of information and basic knowledge of report writing.

Languages

Excellent knowledge of English and good knowledge of one of the official national languages of South Africa.

Competencies

Proven ability to use word processing software and email. Ability to use other software packages required by the work unit. Proven typing abilities. Thorough knowledge and understanding of a complex body of administrative guidelines and procedures as well as the full range of administrative activities within support areas such as personnel, finance and procurement. Thorough knowledge of modern office procedures. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems. Knowledge of protocol. Good knowledge of the work of the office, and the work carried out in other work units. Ability to reply in an appropriate manner to telephone and in-person inquiries. Ability to work well with colleagues. Good organizational skills. Ability to evaluate correspondence and inquiries for best course of action. Ability to obtain services from other work units inside or outside the office for completion of tasks. Ability to search and retrieve information from databases and compile reports. Ability to respond to requests from high-ranking officials, and to deal with high-level visitors with tact and diplomacy. Ability to deal with confidential matters with discretion. Supervisory skills. Discernment. Excellent time management skills. Flexibility. Commitment to achieving the units overarching goal to develop an effective policy in the social economy, suited for the South African environment. Deadline focused. Flexible.