



## Human Resources Development Unit

### International Labour Office Jakarta

<b>Vacancy No:</b>	JAKARTA/ 2010/008	<b>Date:</b>	10 March 2010
<b>Position title:</b>	Administrative Secretary (One position)	<b>Deadline for application:</b>	19 March 2010
<b>Project title:</b>	ILO Programme on Education and Skills Training for Youth	<b>Organization unit:</b>	ILO JAKARTA
<b>Grade:</b>	GS-4	<b>Duty Station:</b>	Manokwari
<b>Contract type:</b>	Fixed-term		
<b>Duration:</b>	The project duration is 19 months. Initial contract will be for 12 months with extension subject to satisfactory performance	<b>Expected starting date:</b>	1 April 2010

For any questions related to this post, please contact: – Mr. Wianto Lim, Finance Admin Officer, ILO EAST Project, e-mail [wianto@ilo.org](mailto:wianto@ilo.org)

#### A. General Project Information

The ILO Office in Jakarta is implementing a comprehensive programme in Indonesia. A major focus area for the ILO are young people, in terms of both preventing and eliminating child labour as well as promoting job opportunities for youth. As part of the country programme, the new Education and Skills Training for Youth in Indonesia (EAST) programme aims to improve the employment chances of young women and men and to eliminate and prevent child labour through better access to education and training opportunities. The EAST programme is being implemented with the Ministry of Education and the Ministry of Manpower as well as their related local government offices. Pending final donor and government approval, the programme will be implemented for four years in selected provinces in Eastern Indonesia and in Nanggroe Aceh Darussalam.

#### B. General Duties and Responsibilities

The Administrative Secretaries will work under the supervision of the Provincial Programme Coordinator (PPC) of the ILO EAST programme.

#### Specific Duties and Responsibilities

The Administrative Secretary is expected to provide a range of support services to facilitate the implementation of the project's activities. Her/his specific tasks and duties are as follows:

1. Design filing system together with PPC, and maintain the provincial office's programme and administrative files.
2. Monitoring of ILO's financial activities in the province under the supervision of PPC
3. Responsible for handling of the office petty cash
4. Receive visitors, place and screen telephone calls, and respond to routine requests for information.
5. Update information on announcement board with information of staff's movements and other official information such as workshops and seminars.

6. Draft routine correspondence on administrative matters from oral instructions, previous correspondence or other available information sources in accordance with standard office procedures.
7. Classify and code material relating to a number of subject-matter areas. Maintain, update and transmit the inventory records of non-expendable equipment.
8. Make travel arrangements, hotel reservations and type travel authorization forms.
9. Make arrangements for the procurement, shipment and receipt of office and project supplies and equipment and household effects, including customs clearance.
10. Provide secretarial and/or administrative support for meetings, seminars and/or workshops.
11. Perform other duties as assigned by his/her Supervisor

**C. Experience and qualifications**

At least three years of experience in secretarial, administrative and finance-related work. Previous work experience in the province where the post is based will be considered an advantage.

**Education** – Completion of tertiary school education, supplemented by a secretarial diploma is the minimum requirement.

**D. Competencies and Skills**

**Key skills**

1. Good knowledge of the financial and administrative principles and practices.
2. Good administrative skills to provide administrative support.
3. Knowledge of accounting and finance procedures and ability to maintain financial records and prepare clerical reports and statements accurately.
4. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the use of filing systems will be considered an advantage.
5. Ability to work Microsoft Office programmes (Word, Excel, Powerpoint, E-mail) required for work.
6. Ability to prepare preliminary reports and to draft correspondence.
7. Ability to deal with a range of staff and to respond to their queries.

**Personal attributes**

1. Ability to effectively provide related support services to partner communities, government agencies, and institutions
2. Ability to reason and make sound judgments
3. Ability to organise own work
4. Ability to work on own initiative and as member of a team
5. Ability to work under pressure
6. Ability to work and communicate with people in a polite, gender-sensitive, courteous and cooperative manner and address colleagues, visitors and partners with tact and diplomacy
7. Must demonstrate a high standard of ethical conduct (honesty, integrity and loyalty to the Organization), and a high level of commitment to his/her job,
8. Must demonstrate responsible behavior and attention to detail

**E. Nationality** – Indonesian.

**F. Languages** – Must be fluent in both spoken and written English and Bahasa-Indonesia.

**G. Remuneration**

General Services Level 4 of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

**H. Written Examination and Interview**

Prospective candidates will be required to sit a written examination and be interviewed.

## **I. Application**

Qualified women and men are encouraged to apply. Only qualified candidates will be notified. Please submit application **indicating the Vacancy Announcement Number** along with CV, 3 references and other supporting documents to: the Director, ILO Jakarta, email: [hrdjkt@ilo.org](mailto:hrdjkt@ilo.org)

**INTERNATIONAL LABOUR OFFICE**

**Email : [hrdjkt@ilo.org](mailto:hrdjkt@ilo.org)**

**Fax : (021) 310 0766**

**Closing date: 22 March 2010**