



International Labour Organization

OFFICE FOR THE UNITED STATES

Vacancy Announcement

Position Title: **Finance and Administrative Assistant**
Duty Station: **Washington DC**
Classification: **General Service Staff, Grade G6**
Contract Type: **Fixed term, one year with possibility of extension**
Closing Date: **7 February 2018**

Please be advised that this is a local position open to US citizens and legal residents only.

OVERVIEW

The International Labour Organization (ILO) is dedicated to advancing economic growth and improving working conditions through internationally recognized human and labour rights so working people, employers and governments have a commitment to shared economic prosperity and social progress.

The objective of the ILO Office for the United States is to communicate and collaborate with members of government, employers' and workers' organizations, and other international organizations in building lasting partnerships for a sustainable and equitable future of work.

RESPONSIBILITIES

Under the direct supervision of the Director, the Finance and Administrative Assistant will provide office management, financial and administrative support and carry out the following duties:

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports;
- Participate in payroll preparation for general service staff, calculate payroll deductions and overtime payments;
- Brief and assist international staff, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, and process payments due for claims and services;
- Perform administrative work including the clarification and processing of entitlements, issuance of contracts and maintenance of various official records and files;
- Advise and assist staff about medical insurance options available. Administer enrollment and changes of coverage, monitor premium rates, and calculate staff and Office contributions;

- Research and procure office supplies, equipment and furniture in conformity with the Office Procurement procedures and arrange for control of distribution and maintenance of inventory records;
- Ensure the safe-keeping of the Office's Petty Cash funds. Process payments and replenish the funds as necessary;
- Manage service contracts for the telecommunications, internet provider, photocopier, TV/VC services, printing services, hotels, shipping agents, delivery services, and property management and insurance;
- Monitor and maintain annual leave and sick day records of office staff;
- Ensure security measures are in place for the premises through liaison with the landlord, UN Department of Security Services (UNDSS), other UN agencies in Washington and local security officials. Maintain the Office's business continuity plan and brief staff on emergency preparedness procedures and security issues.
- Initiate employment contracts for locally-recruited staff as well as process any revisions in salary pertaining to family allowances, step increments, changes in salary scales, medical contributions, and expiration of contracts. Initiate the corresponding contracts for external collaborators, service agreements, and paid interns.
- Provide documentation for non-US nationals assigned to Washington to the US immigration authorities. Work with the Protocol Office at the US State Department to extend G-4 visas as well as obtain and extend local driver licenses for non-US officials and their dependents.
- Advise and assist other staff with office management and administrative support services when necessary. Participate in discussions of new or revised procedures and practices, and interpret and assess the impact of change;
- Provide interpretation of administrative rules, regulations and procedures. Maintain policy, confidential and general administrative files.

EDUCATION AND EXPERIENCE

- Completion of University degree in a relevant field. An additional certification in finance and/or accounting is desirable;
- Six years of work experience in financial and administrative work;
- Ability to work in a multicultural and diverse workplace;
- Excellent knowledge of English with a strong ability to draft documents and communicate well;
- Ability to communicate in French or Spanish is an advantage;

COMPETENCES

Knowledge of administrative policies, processes and procedures generally and in particular those related to accounting, payments and administration; Demonstrated ability to apply good judgment in the context of assignments given; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; uses time efficiently.

APPLICATION PROCESS

- Please submit a letter of interest and an up-to-date resume no later than **7 February 2018** to dogan@ilo.org and write in the subject line “Application for Finance Assistant at ILO-USA”;
- Must be US citizen or legal resident;
- No phone inquiries;
- Only shortlisted candidates will be contacted;