



International Labour Organization  
Organisation internationale du Travail  
Organización Internacional del Trabajo

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## Announcement No. PN/GS-5/03 (2017) E

### VACANCY ANNOUNCEMENT

Post Title: Administrative and Finance Assistant  
Project Title: Enhancing Occupational Safety and Health Standards in Construction Sector in Cambodia  
Post Level: GS-5  
Duration: One year fixed-term contract with the possibility of extension  
Duty Station: Phnom Penh, Cambodia  
Project End Date: 31 March 2020

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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 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 the 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:

From 2012 to 2015, ILO Regional Office for Asia and the Pacific (ROAP) conducted a three-year project on Occupational Safety and Health (OSH) in Viet Nam and Cambodia, with the support of Government of Japan. The final evaluation report emphasized that the project was overall considered successful in supporting both national and provincial level process to catalyse OSH improvements along with national policy and programme development and also highlight the importance of continuous support to Cambodia.

Throughout beneficiary requirements, country needs, and global priorities, the ILO/Japan Multilateral Programme organized consultation meetings in 2016 which concluded that a comprehensive legal and policy framework initially with the development of technically sound OSH prakas and national OSH profile is crucial, improving accident and injury reporting system, providing adequate capacity building trainings to employers, construction workers and government officials at provincial level are needed, and integrating of technical and vocational training inclusive of OSH curriculum were deemed necessary.



Therefore, The project on “Enhancing Occupational Safety and Health for Construction Sector” from April 2017-March 2020 is needed.

A multidisciplinary and coherent approach to OSH promotion as outlined in the Decent Work Country Programme (DWCP) of Cambodia will therefore be adopted for improved institutional and legal mechanisms for the promotion of Occupational Safety and Health in the workplace, through activities below:

- Reinforce national capacities in OSH through training of labour inspectors, employers and workers organizations and technical support to improve the legal framework (for OSH protection) and better report OSH accidents and diseases;
- Launch pilot programmes to extend OSH provisions to underserved workplaces in key sectors (particularly construction);
- Provide technical assistance to develop national standards for recognition of industrial accidents and diseases, as well as relevant compensation schemes;
- Where possible and applicable, work with tripartite partners and social partners to devise new technical assistance projects to further enhance national capacities to strengthen and broaden the coverage of OSH provisions in Cambodian workplaces.
- Provide support to the Resource Persons, Project Partners, and Collaborative Agencies on the ILO technical effort and assistance in project related including other unforeseen activities.

#### **Duties and responsibilities:**

- 1) Responsible for all administrative and logistics tasks including preparing invitation letters, typing reports/papers and documents, in support to the work unit and implementation of the project activities and ensure follow-up action on a timely manner;
- 2) Carry out all administrative operations required for request of agreements, authorising and effectuating expenditures under the project, including making budget estimated/calculations, and requesting funds and making payments.
- 3) Calculate and compile cost estimates and projected budget requirements, and assist in the preparation of budget statements for the OSH Project.
- 4) Record payments, verify the accuracy of calculations and assist in completing of all the supporting documents, and maintain a continuing status of allotments against obligations.
- 5) Maintain and update the financial data/report and reporting progress as per requirements by operations and donors. Reconcile a variety of financial records including Petty Cash.
- 6) Check and correct accounting information files (computerized and/or manual) and identify incorrect data. Verify budget codes, process claims for payment, and check vouchers, prices and claims invoices.
- 7) Keep track on the monthly and quarterly financial reports including Cashbooks. Monitor the project’s accounts regarding allocations and expenditures and make adjustments to optimise utilisation of funds.
- 8) Maintain tracking, monitoring and/or reporting systems regarding allocations and expenditures submitted by the implementing agencies. Produce periodic reports on the budget situation and commitments. Maintain inventory records/reports.



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- 9) Perform routine budget monitoring, and also project budget revision as required;
- 10) Maintain contact and coordinate well with focal points of other project and project counterparts. Assist the project team in drafting a variety of routine/brief documents, or translating some documents as necessary, and may act as interpreter if required.
- 11) Prepare administrative related briefing materials for the project team for use on official missions including special/ad-hoc meeting;
- 12) Provide administrative and financial support to meetings and workshops. This includes preparing budgets, coordinating travel and lodging of participants, paying DSA, recruitment and payment of resources persons, and developing all related correspondence.
- 13) Initiate action for recruitment and preparation of contracts of consultants and service providers. This includes drafting correspondence and maintaining files. May be asked to verify completeness of work done by external consultants and service providers in line with ILO requirements.
- 14) Brief staff, experts and/or consultants and project partners or constituents on administrative and financial procedures. Respond to queries from inside and outside the organization.
- 15) Perform other related duties as maybe assigned by the CTA and National Project Coordinator.

#### **Qualifications requirements:**

Education: Completion of secondary school, preferably with further education in Administration and Finance field.

Experience: At least five years' experience in administrative and financial functions. Experience in assisting project on the meeting notes and reports, and also some translation work is required.

Language: Excellent English and Khmer.

#### **Competencies:**

- Good organizational, interpersonal and communication skills
  - Proven ability to use word processing software and email as well as other software packages required by the project team;
  - Knowledge of general office procedures and work related methods with the ability to adapt to in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems;
  - Demonstrated ability to apply finance and accounting methods, to maintain financial records and prepare accounting reports and statements.
  - Knowledge and experience required in minutes taking/report writing, and some translation tasks in project assignments;
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- Good drafting skills with capacity to prepare some technical documents for project activities;
  - Ability to understand and follow work instructions to perform assigned duties with speed and accuracy, including technical aspects related to project assignments;



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- Ability to respond appropriately to supervision, some follow-up work with constituents, work in a team under pressure and deadlines, and to plan and organize own work assignments;
- Ability to obtain services from other work units inside or outside the office for completion of tasks; and able to provide orientation to others including constituents/partners;
- Ability to deal with confidential matters with discretion.

#### Conditions of employment:

Starting salary: Approximately US\$ 1,000 to US\$ 1,500 per month net.

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: [phnompenh@ilo.org](mailto:phnompenh@ilo.org) by **17 November 2017**. Please indicate the reference code, position and project in the subject line. This vacancy announcement has been issued on the ILO website. Only candidates under positive consideration will be notified.

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