



## **VACANCY ANNOUNCEMENT**

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<b>VACANCY No:</b>	<b>BEY/DC/2018/24</b>
<b>Position Title:</b>	Administrative Assistant
<b>Grade of the post:</b>	G5
<b>Contract Type:</b>	Fixed-Term appointment
<b>Duty Station:</b>	Damascus - Syria
<b>Duration of Post:</b>	One year (with possibility of extension)
<b>Organization unit:</b>	Regional Office for Arab States
<b>Deadline of application:</b>	<b>03 January 2019</b>

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Child labour is one of the significant labour and child protection issues that has affected the children of Syria since the beginning of the conflict. In response to the increasing incidence of child labour in Syria, the Government, several UN agencies and NGOs have attempted to address the issue, mainly by integrating it in existing child protection interventions. The Government has also developed a draft national action plan to address the issue through a multi-faceted approach. With their combined efforts, stakeholders on the ground have started to tackle child labour in some areas on a limited scale. However, the issue has now reached a point where specific technical expertise is needed to develop holistic and sustainable solutions to the issue..

ILO has re-established its presence in Syria since June 2017. It has developed, and agreed on a concept for intervention in Syria. In November 2017, ILO secured further resources to implement a child labour project in Syria.

This project will focus on three Milestones:

- Milestone I: Children involved in the worst forms of child labour (WFCL) withdrawn and rehabilitated, and children at risk prevented from entering into WFCL
- Milestone II: National and local capacity to address child labour enhanced
- Milestone III: Vocational training opportunities for youth and parents of child labourers as an exit point from child labour

The position holder will report to the National Project Coordinator under the overall guidance of the Chief, Programme Support Unit in ROAS Beirut.

## **1. Duties and responsibilities:**

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

- 1) Serve as focal point for coordination of project implementation administrative support activities, involving liaison with various units in the field and at HQ to initiate requests, obtain necessary clearances, process and follow-up on administrative actions.
- 2) Provide general office management assistance, handle administrative tasks, provide advice and guidance to staff with regard to administrative procedures, processes and practices. Provide support to project-related missions and activities, including preparing budgets, coordinating travel and lodging of officials and participants, recruitment and payment of resources persons, and taking notes at meetings/seminars.
- 3) Compile and prepare background information and tables for briefing and review sessions by identifying and consolidating data and relevant information on project activities. Clear outgoing communications for conformity with established procedures and accuracy before being signed by the supervisor.
- 4) Compile, summarize and enter data on project delivery, draft related status reports, identify shortfalls in delivery and bring them to the attention of management.
- 5) Maintain and update relevant databases/records/registers/control plans on the status of projects/ programmes at each project cycle and programming activity for monitoring and evaluation purposes.
- 6) Draft substantive correspondence on project/programme activities and briefing notes in accordance with the requirements of the Office. Update information on web sites.
- 7) Classify and code material relating to a number of subject-matter areas. Maintain general office files or provide guidance to the registry clerk in performing this duty.
- 8) Arrange internal and external meetings and appointments. Take notes and/or minutes at meetings.
- 9) Make travel arrangements, hotel reservations and prepare travel authorization forms.
- 10) Advise, respond, make arrangements and solve problems for the procurement, shipment and receipt of office and project supplies and equipment and household effects, including customs clearance. Issue shipping instructions to forwarding agents and suppliers, check shipping documentation, and determine and prepare insurance coverage. Prepare notification of dispatch and verify invoices.
- 11) Liaise with concerned ILO constituents, implementing agencies and donors for required clearances. Maintain up-to-date directories.
- 12) Maintain, update and transmit inventory records of non-expendable equipment.
- 13) Provide translation and interpretation to the project staff and ILO experts as needed.
- 14) Perform other duties as assigned by the supervisor.

## **2. Qualifications requirements: education, language, experience and competencies.**

### **Education**

Completion of secondary school education

### **Language**

Excellent knowledge of the English and fluency in Arabic

**Experience**

Five years of general clerical work, which should have provided a good knowledge of clerical practices and procedures. Similar experience with the United Nations Common System or an international organization is desirable. Practical experience on standard office software packages. email and automated information management system required by the work unit (e.g. WORD, EXCEL, PowerPoint). Experience of dealing with confidential matters with discretion. Supervisory experience would be an asset. Knowledge of the relevant project and programme area and the Office's operations would be ideal..

**Competencies**

In addition to the ILO core competencies, this position requires:

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 of modern office procedures. Thorough knowledge of clerical practices and procedures, and knowledge of administrative practices. Knowledge of the subject matter and programme served. 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. Ability to reply in an appropriate manner to telephone and in-person inquiries.

Ability to work well with colleagues. Ability to organize own work. 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 officials from government offices, ministries, ILO constituents and NGOs. Ability to determine relevant background and reference materials for others, and to screen requests for urgency and priority. Ability to deal with confidential matters with discretion. May need supervisory skills.

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**Allowances and benefits**

UN Pension Scheme

Health Insurance Scheme

30 working days' annual leave

Family Allowance

**How to apply**

Perspective candidates will be interviewed and may also be required to sit for a written examination. Applicants should send their Curriculum Vitae/resume to

**RECRUIT-ARABSTATES@ilo.org**, by indicating the above-mentioned vacancy number.

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.

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