

Finance and Administrative Assistant

UNESCO Office, Jakarta
11 November 2019

POSITION INFORMATION

Title: Finance and Administrative Assistant
Location: Jakarta
Type of contract: Service Contract, Level - 5
Starting date: 2 January 2020
Duration: **6 months**(with possible extension renewable, subject to satisfactory performance and funding availability)

I. Terms of Reference

Under the authority of the Director of UNESCO Office, Jakarta and under the direct supervision of the Coordinator of Administration Pool, the incumbent shall serve as **Finance and Administrative Assistant**. The incumbent shall undertake the following tasks:

- Assist in the creation of Implementation Partnership Agreement, including its interaction with the Contract Committee
- Assist in preparing fund requirement and complete financial documents for payment submission to Admin Unit.
- Upon processing the payment, ensure complete and accurate financial documents are submitted to UNESCO Jakarta.
- Prepare and process administrative arrangements and forms related to contract establishment and its follows up
- Prepare and process administrative and logistical arrangements and forms related to organizing events and its follows up
- Support procurement of goods and ensure that appropriate procedures are dully followed. Verify receipts of goods and services; ensure specification, condition and quantities of goods are correct, paperwork is completed and properly filled.
- Initiate, process, monitor, and follow-up on actions related creating the following type of contract: Activity Financing Contract, Contract for Services, Individual Consultant Contracts, Purchase Order as well as creating Funds Reservation and its subsequent documentation.
- Ensure financial reports, original receipts and other supporting documents submitted and completed by the counterparts in duly time. Ensure all obligations were liquidated in timely manner.
- Maintain up to date work files of the contracts in electronic and hardcopy

II. The working hours and work schedule

40 hours per week, Monday to Friday.

III. Required qualifications:

A. Competencies

Corporate:

- Demonstrate integrity and fairness;
- Promote the vision, mission, and strategic goals of UNESCO;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

- Proven professional credibility and working experience in a governmental, multilateral or civil society organization would be assets;
- Extensive network of international and individual contacts would be an assets.

Management skills:

- Demonstrate well developed organizational skills;
- Ability to work in a team; creating a positive environment, mentoring and guiding colleagues on the project activities;
- Good partnership building skills;
- Demonstrate openness to change and ability to manage complexities;
- Ability to write concise and analytical reports;
- Knowledge management and learning;
- Ability to strongly promote and build knowledge products;
- Seek and apply knowledge, information and good practices from within and outside of UNESCO;
- Provide constructive coaching and feedback.

B. Qualifications

Education:

- **Diploma or Bachelor Degree of Administration or accounting**

Working experience

-Minimum 5 years working experience in Finance and Administration of project implementation;

Languages:

- Indonesian native speaker, fluent in both speaking and writing English.

Other Skills:

- Good ability to work in an international or multicultural environment;
- Strong communication and interpersonal skills, as well as networking and negotiating skills;
- Sound knowledge on information technology and management;
- Computer literate (Microsoft Office, internet).

APPLICATION PROCEDURE

All applications in English, with the most recent Curriculum Vitae and [UNESCO Personnel History](#) (P-11 form), and a non-returnable passport-size photo should be sent to the Finance and Administrative Officer, UNESCO Jakarta, and received by COB **27 November 2019**, to one of the following :

By mail for hard-copy to:

UNESCO Jakarta
Jl. Galuh II No. 5
Kebayoran Baru
Jakarta 12110

By email to recruitment.jakarta@unesco.org with subject the **“Vacancy_Finance and Administrative Assistant.”**

Only short-listed candidates will be contacted and no telephone enquiries will be accepted. Applications received after the closing date will not be considered. UNESCO reserves the right to accept or reject any application.