



VACANCY ANNOUNCEMENT

Project:	Promote moving from the informal to the formal economy, and Promoting the Transition to a Greener Economy
Position Title:	Administrative and financial assistant
Duty Station:	Podgorica, Montenegro
Level:	G4
Duration:	12 months full time with possible extension in 50% part time
Contract type:	FT
To Apply:	Please submit CV and a cover letter (both in English) stating your reasons for applying for this position and describing how your experience is relevant to the job to: < recruit-bud@ilo.org > Please indicate "Montenegro Project Assistant" and your surname in the subject line. Please note that only short-listed candidates will be contacted.
Application deadline:	31 July 2016
Starting date:	As soon as possible

1. Introduction: general information about the context in which the official will work / background on the project:

The ILO has allocated resources under its Regular Budget Supplementary Account (RBSA) to actions concerning the Country Programme Outcome of Montenegro 126, "Strengthened capacity to address the informal economy".

In the framework of the project, the ILO support inter-institutional coordination, including special emphasis on fostering collaboration of social partners and tripartite collaboration, to promote moving from the informal to the formal economy in Montenegro.

Project activities are planned to cover three main components

- a) improved knowledge and monitoring of formalization and informalization,
- b) effective action supporting formalization and preventing informalization, and
- c) Improved protection and promotion of decent work for workers in the informal economy.

The project implementation deadline is 30 June 2018.

Simultaneously, the ILO is supporting national strategies for a dynamic and job-creating economy, including through the development of a "green economy", through a DRT-F project on "Green Jobs". It will provide support to social partners in addressing constraints to the development of green jobs, focusing on policy design by implementing a support process for the Tourism Sector in Northern Montenegro.

The incumbent will provide administrative and logistical support to the implementation of the RBSA project, as well as the DRT-F Green Jobs Project, including the organization of capacity development activities and financial and operational monitoring of the project.

2. Reporting lines: supervision to be received by the incumbent (level and type) and supervision to be given by the incumbent.

The Podgorica-based administrative assistant will work under the guidance and supervision of the National Project Coordinator, in coordination with the Working Conditions and Gender Equality Specialist (for the RBSA project) and the Employment Specialist (for the Green Jobs project) of the ILO Decent Work Technical Support Team and Country Office for Central and Eastern Europe in Budapest (DWT/CO-Budapest). The Director of the ILO DWT/CO-Budapest will act as high level chief.

3. Main duties and responsibilities:

1. Provide general secretarial, administrative support to the activities of the ILO projects, including meetings, trainings, conferences, and other events organized under the project. Assist in the preparation of budgets of activities.
2. Assist in the drafting of notes, meeting minutes and the translation of relevant documents from English into local language and vice-versa. Participate in ILO activities when required and assist in work plan development.
3. Assist in the provision of financial and administrative information and liaise with the DWT/CO-Budapest with regard to administrative and financial issues.
4. Assist in arranging agendas for in-coming and out-going official missions, make appointments with project stakeholders, including logistical arrangements, clearances and secretarial assistance;
5. Make travel arrangements, hotel reservations and prepare travel authorization forms.
6. Make arrangements for the procurement, shipment and receipt of office and Project supplies and equipment, including customs clearance.
7. Assist in the preparation of cost estimates by collecting necessary data and preparing respective forms.
8. Type a wide variety of correspondence, reports, tables and documents using word processing equipment, proofread and ensure that grammar, spelling and punctuation are correct. Make photocopies as required
9. Maintain and update project administrative files and official records.
10. Perform other duties as assigned by the supervisor.

4. Qualifications requirements:

Education: Completion of secondary school education.

Experience: Three to four years general clerical work. Knowledge of ILO, other UN Agencies procedures and experience in administration of UN projects is considered an advantage.

Languages: Excellent knowledge of written and spoken English and speaking at least one or more major local languages (Montenegrin)

Competencies:

- Knowledge of general programme procedures and practices. Proven ability to use MS Office (word and excel) and email. Proven typing abilities.
- Knowledge of office administrative procedures and of clerical practices and use of filing systems.
- Ability to reply in an appropriate manner to work related 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 clarify information.
- Ability to obtain services from other work units inside or outside the office for completion of tasks.
- Ability to deal with people with tact and diplomacy.
- Ability to work in a multicultural environment and demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.