

ICMPD Job Profile

Administrative Assistant¹ BOMCA 10 - Turkmenistan

ORGANISATIONAL SETTING:

Border Management Programme in Central Asia (BOMCA) Phase 10 (further referred as project) aims to enhance security, stability and sustainable growth in the region, as well as support cross-border cooperation and improve living conditions for people living in the border areas of Central Asia. Thematically, the project covers four components: institutional development of border management agencies, improvement of detection capacities, trade facilitation and improvement of cross-border cooperation. Geographically, the project covers five countries in the region (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan) and has a total budget of 21.65 M EUR.

The project is funded by the European Union and implemented by a consortium of the border management agencies of the selected EU MSs and ICMPD, led by the State Border Guard of Latvia. Thematic component leaders are based in the respective EU MSs and ICMPD HQ. The BOMCA Secretariat, located in ICMPD HQ in Vienna, is fully responsible for financial, administrative and technical management of the project. Regional structure of the programme consists of the Regional Office in Bishkek (Kyrgyzstan), and Country Offices for Kazakhstan (Astana), Kyrgyzstan (Bishkek), Tajikistan (Dushanbe), Turkmenistan (Ashgabat) and Uzbekistan (Tashkent).

The Administrative Assistant implements administrative processes and provides support to implementation of activities of the project in the country of operation.

FUNCTION (Task Identity):

The Administrative Assistant supports the management of administrative and financial activities and the provision of shared services in the ICMPD Project Office.

Working under coordination and guidance of the Project Officers - Country Coordination - for the respective country and under the overall supervision of the Senior Project Manager – BOMCA 10 Region demonstrating a strong client- and results-orientation, the Administrative Assistant carries out tasks for provision of shared services as well as management of shared assets and infrastructure to the ICMPD projects in the country. S/he implements administrative and financial processes according to ICMPD rules and procedures.

Initiating processes in the SAP, the Administrative Assistant inputs data and controls the quality of the supporting documents. S/he assists in implementing operations controls in ICMPD's key business processes in procurement, travel, recruitment of project staff and experts and payments within the ICMPD Office.

The Administrative Assistant compiles data and prepares accurate and timely reports for financial and administrative activities. S/he deals with payments in cash and from bank account and the VAT reimbursement process (if applicable) ensuring correctness of supporting documentation.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Implementation of ICMPD regulative framework, guidelines, systems and operational strategies in the Project Office:

¹ This job profile is classified at LS2.

- Implement full compliance of all administrative activities with ICMPD rules, procedures and business processes.
- Implement systematic and diligent review and control of supporting documents prior to initiating of SAP process and payments.
- Provide advice to project teams of ICMPD's rules, processes and procedures. Give hands-on assistance to project staff.
- Organise and maintain financial and other administrative documents according to ICMPD's documents management system.

2. Support to administrative processes and controls:

- Check supporting documents for correctness and compliance with ICMPD rules.
- Upload documents to SAP and initiate SAP process (in travel, procurement, recruitment of project personnel and experts).
- Draft routine correspondence.
- Assists in administration of experts. Organise recruitment process, collect time sheets and process payment claims of experts.

3. Support to payments and financial reporting:

- Execute payments in cash and act as a replacement for execution of payments from bank
- Prepare monthly financial reports for local office
- Assist with preparation of VAT reimbursement reports/requests and submit to tax authorities (if applicable)
- Maintain financial files and records according to ICMPD procedure
- Assist in compilation of documentation in support of project audits

4. Support to implementation of shared services and infrastructure:

- Assist in implementation of activities for shared services, infrastructure and assets.
- Assist in implementation of activities related to premises, residence and vehicle security.
- Assist international staff members with issues related to local administrative procedures and housing.
- Assist in procurement and administration of travel (international and local).
- Maintain office supplies and initiate procurement/replacement.
- Maintain and update the office plan and organise functioning workplaces for staff.
- Main up-to-date physical inventory of shared and project assets.
- Undertake physical count of assets in accordance with ICMPD rules.

KEY RESULTS (as per Job Component):

- Timely and accurate support to implementation of ICMPD business processes in procurement, recruitment of project staff and experts in adherence to ICMPD rules and procedures provided.
- Consistent and timely process controls and systematic documentation controls carried out in initiating and implementing administrative processes and payments in SAP.
- Payments and financial reporting conducted timely and accurately in accordance with ICMPD financial regulations.
- Accurate maintenance of administrative and financial documentation.

- Timely assistance provided to implementation of shared services and infrastructure.

INCUMBENT PROFILE:

- Minimum of 4 years of experience in operations and project management at local or international level in international organisations or NGOs.
- Experience in financial management.
- Practical experience in using ERP-systems, preferably SAP, required.
- Solid organisational and coordination skills.
- Attention to detail and accuracy.

CORPORATE QUALIFICATIONS:

- Experience in international organisations.
- Proficiency in (verbal/written) English, proficiency in the language of the country of operation.
- Bachelor's degree related to the area of work.