



Job description

Administrative Assistant in Training and Advisory Services (GS-4)

Project

Better Factories Cambodia (BFC) is an innovative program which seeks to improve working conditions in the export garment industry in Cambodia. It is based on a model of improvement which includes monitoring for compliance with the Cambodian labour law and core international labour standards, and training activities and advisory services. The program emphasizes the link between improving working conditions and the competitiveness of the industry, with a focus on quality and productivity. *Better Factories Cambodia* works closely with its partner organisations (Ministry of Labour and Vocational Training, Garment Manufacturers Association of Cambodia and unions) and other stakeholders such as NGOs and international buyers.

Better Factories Cambodia provides factory level monitoring and will increasingly combine this with training and advisory services to support practical and long term improvements through workplace cooperation. These services are offered on a voluntary industry-based and designed to be implemented at the enterprise level.

The *Better Factories Cambodia* project has a sustainability strategy that will make it a local independent body by the year 2010. This position will suit a candidate with established skills in the required areas and who has a willingness to learn new skills and take on increasing responsibility as the project develops.

Function

To assist with the implementation of training and advisory services through outreach and continuous follow up with Better Factories Cambodia's various stakeholders (factory, trade union, government officials, international buyers, NGO, etc), continuous training and advisory services data management and support to BFC's efforts to market its services.

Duties

Under the overall guidance of the project Chief Technical Advisor and under the direct supervision of the Training Specialist and Senior Training Officer, the incumbent will undertake the duties mentioned below.

1. Undertake a variety of standard secretarial data management functions in support of the work of the office, i.e. typing a variety of correspondence, arranging appointments, etc.
2. Draft correspondence on routine matters.
3. Provide general secretarial and administrative support services for meetings, seminars and workshops.
4. Search information and relevant data upon requests.
5. Screen and route incoming correspondence.
6. Create and maintain office administrative files and official records.
7. Enter and maintain up-to-date database and calendar on training and advisor services.
8. Assist staff members and their dependents in protocol matters.
9. Prepare informal translations. May act as interpreter.
10. Keep contacts with a range of stakeholders, concerned ministries, international buyers, manufacturers, unions and NGOs.
11. Coordinate the financial matters with BFC finance unit.
12. Distribute related information materials to partners.
13. Assist in the BFC promotional activities in relation to training and advisory services.
14. Perform any other job-related duties as required.

Education

Completion of secondary school education and secretarial training or equivalent technical or commercial school. Training in information and data systems.

Experience

At least three years' experience in clerical work.

Languages

Excellent knowledge of English and Khmer languages. Knowledge of Chinese would be an important asset.

Competencies

- Ability to use word processing software packages required by the office. May require demonstrated ability to type at the prescribed speed of the office. Proven typing abilities.
- Knowledge of secretarial and administrative practices and procedures.
- Knowledge of in-house procedures for the preparation of documents and of the procedures for creating and maintaining the file system.
- Ability to draft correspondence.
- Ability to reply in as appropriate manner to telephone and in-person inquiries.
- Ability to obtain services from other work units inside or outside the office for completion of tasks.
- Ability to evaluate correspondence and inquires for best course of action.

Supervision

Work is generally assigned by the supervisor. Guidance is provided on non-routine matters. Most of the work is reviewed upon completion for accuracy.

Location

Phnom Penh, Cambodia

Starting date

As soon as possible

Duration

One year fixed term contract with option of yearly renewal subject to availability of funds.

The ILO is an equal opportunity employer. Women are particularly encouraged to apply. All applicants must attach a two page statement addressing their claims against the required competencies. The statement should explain to the interview panel how your skills and experience show you have the relevant competency. Applicants who do not attach this statement will not be considered for interview.

Only short listed applicants will be contacted for written competency test and /or interview. Applications should be sent to Ms Pen Sokunthea (sokunthea@ilo.org) or to *Better Factories Cambodia* Office at # 9, Street 322, Boeung Keng Kang 1, Phnom Penh.

Closing date for application Tuesday December 22nd 2009, 17h