

**Strengthening the Implementation of Regional and
Local Peace and Development Agendas in Mindanao
19.2262.4-002.00**

Senior Administrative Officer (Band 4A)

Main Role:

The incumbent, as the Senior Administrative Officer serves the Regional and Local Peace Agendas project and contributes to the Office Community/Mindanao Cluster, in the project/s' smooth running of operations through an effective and efficient execution of office affairs in the areas of financing agreements, local subsidies, grant agreements and/or other administrative/accounting tasks and database functioning, allowing for operations' focused delivery of technical services and contributing to clients' good impression of the project/s. Effective problem-solving of day-to-day concerns, and the provision, through the appropriate administration-related reports, of critical inputs for management decision.

Reporting Relationship:

The Senior Administrative Officer reports directly to the Finance Manager cooperation and works with the Mindanao Cluster Program Officers. Additionally, s/he works in a cooperative manner with her/his colleagues in the cluster set up. The incumbent holds office in Davao City.

In carrying out his/her role, the Senior Administrative Officer performs the following major functions/duties:

Major Functions/Duties:

Financing Instrument Administration – Prepares, processes and monitors the financing contracts/instruments like financing agreements, local subsidies, grant agreements and consultancy contracts of the project.

Office Administration – Oversees all administrative and logistical arrangements of the project/s. Special emphasis is given to the coordination and cooperation among the projects involved and present in the Office Community/Mindanao Cluster. In addition, an open and positive attitude and service delivery to further projects with interest in the implementation of work-packages in Mindanao should be granted.

Accounting and Financial Administration – Performs project accounts record keeping, particularly bookkeeping / upkeep of project journals and maintains the financial inventory of the project. Monitors the finances of the projects on a monthly basis; monitors accounting process, performs financial administration and provides support to budget preparation.

Project Administrative Support – Provides assistance in office/financial administration and processes with regard to compliance to GIZ standards, performs financial administration and provides support to budget preparation and manages petty cash and related records, liquidations and travel claims.

Monitoring / Organizing or Coaching of Support Staff – Oversees work of drivers and auxiliary personnel, if delegated by the manager or supervisor, in office sites that are distant from the project head office of the project and require some degree of independent day-to-day functioning.

General Corporate Obligation – Performs work of other administrative staff and/or other tasks relevant to the job or organization unit when the need arises, especially under the conditions of the shared tasks in the Office Community/Mindanao Cluster. S/he participates in task teams and other corporate entrepreneurial or strategy-linked endeavors if necessary and coordinated with the Program Office Administrator of the Mindanao Cluster and the AVs/ DVs of the respective projects.

Competency Requirements:

- Proficiency in office administration tasks and ability to cooperate in an office community set-up
- Expertise in office administration and familiarity with finance and accounting clerical and document processing functions and management of several process of different projects in parallel
- Excellent command of MS-Office and ability to learn accounting software and further digital tools
- Adeptness in working with modern telecommunications systems, including basic skill in troubleshooting
- High attention to details and efficiency in performing service processes and economical in utilizing resources
- Capacity to cooperate constructively and reliably with colleagues
- Mark of integrity, credibility, and authenticity
- Fluent command of written and oral English

Professional Qualifications:

- Formal professional diploma/certificate in relevant field: accounting, management or business administration, office management
- At least five years' experience in general office work and five years' experience in finance / accounting clerical task

Contract Duration:

January 2024 – June 2025