

# INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

## VACANCY ANNOUNCEMENT No. 67

(DEADLINE FOR APPLICATION: 29 February 2012)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
<b>FINANCE/ ADMINISTRATIVE OFFICER</b>	<b>P-4*/</b>	<b>YOKOHAMA, JAPAN</b>	<b>1 April 2012</b>	<b>FIXED TERM: TWO YEARS (RENEWABLE)</b>

### 1. DUTIES AND RESPONSIBILITIES

The position is in the Division of Management Services, under the overall supervision of the Assistant Director for Management Services. The Finance/Administrative Officer, supported by a number of staff members, will be responsible for all the financial activities of the Organization comprising of Administrative, Programme and Project Accounts; for human resources management and for the general administrative services.

Broadly, the responsibilities will include:

- Preparation of Organization's Biennial Administrative Budget, analyzing and controlling thereafter, including supervising the Members' contributions;
- Administrative and financial management of projects, pre-projects, policy activities, including for Thematic Programmes, supervising the Donors' contributions, assisting with the activities of the ITTO project cycle and Thematic Programmes;
- Reviewing of audited accounts of projects/pre-projects, financial file closure procedures including dealing with the remaining/unused funds;
- Conducting management audits/special project monitoring mission in overseas, as instructed by the Executive Director, on implementation activities of projects, including administrative and financial management; review and verification of project outputs;
- Preparation and finalizing all the financial accounts of the Organization including liaising with the independent ITTO auditors for the completion of the annual audit;
- Assistance with the Human Resources management, such as: personnel records, payroll, staff allowances and claims including educational grants, travels, assistance with the settling-in and repatriation of staff members, Staff welfare, including life, medical and health insurance coverage, etc.;
- Assisting with the management of the provident fund;
- Liaison with the host government on protocol matters, immigration procedures including status of residence for staff members, consultants and experts, etc.;
- Procurement and control including maintenance of equipment and assets of the Organization;
- Financial and logistic management services of the Sessions of the Council and its Associated Committees, including supporting and preparation of documents for the Committee on Finance and Administration;
- Assistance with the preparation and the subsequent implementation of the Biennial Work Programme of the Organization (e.g., preparation of budgets, service contracts for consultants/experts including TORs, meeting/workshop/seminar logistics, financial monitoring, etc.);

- Compliance with the relevant provisions of the ITTA, 2006, relevant rules, procedures and guidelines; and
- Providing proactive financial management services.

## 2. **QUALIFICATIONS AND EXPERIENCE**

A relevant university degree and qualification from a professional financial management institute, such as ICAEW, CIMA, ACCA, or CPA, with a minimum of ten years of progressively responsible post qualification working experience in financial and organizational planning and management including project implementation management gained in a multi-cultural environment. Be a national of an ITTO Member Country. Experience of working in an international organization within the United Nations system is an advantage.

## 3. **COMPETENCIES**

The candidate should have a commitment to development, excellent communication skills, and the ability to guide and manage.

- **Professionalism**: highly proactive with excellent management ability and results oriented; ability to review and revise work of others; conscientious and efficient in meeting commitments, observing deadlines and achieving results; proven analytical and conceptual ability; capable of producing clear and comprehensive reports; capable of identifying and addressing policy issues and presenting analytical findings and making decisions based on objective analysis;
- **Communication**: proficiency in written and verbal communication skills in English is mandatory including ability to communicate complex issues with people from different backgrounds, knowledge of French and/or Spanish will be advantageous;
- **Teamwork**: have excellent interpersonal skills with ability to work under pressure, capable of leading and gaining assistance of others in a team endeavour;
- **Managing performance**: ability to coach, mentor, motivate and develop and encourage good performance;
- **Judgment/Decision-making**: Good judgment and initiative, imagination and resourcefulness, energy and tact; capable of ensuring and effective work structure to maximize productivity and achieve results; and
- **Technological awareness**: ability to keep abreast of developments and relevant technologies applicable to the profession.

## 4. **SALARY**

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the Staff Regulations and Rules of the Organization.

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\*/ The Executive Director reserves the right to make this appointment at a lower level than advertised.

## 5. APPLICATION

Applications using the United Nations Personal History form (form P.11) should be sent to the following no later than 29 February 2012:

The Executive Director  
International Tropical Timber Organization (ITTO)  
International Organizations Center, 5th Floor  
Pacifico-Yokohama, 1-1-1 Minato-Mirai, Nishi-ku  
Yokohama, 220-0012 JAPAN  
Tel.: (81-45) 223-1110  
Fax: (81-45) 223-1111  
E-mail: [itto@itto.int](mailto:itto@itto.int)

Please note that only applicants who are short-listed will be contacted.