**PROJECT ADMINISTRATIVE ASSISTANT (G.5), SENSREC PROJECT PHASE II, MARINE ENVIRONMENT DIVISION**

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<th>Vacancy announcement number:</th>
<th>G.S. 20-03</th>
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<td>Admin Number:</td>
<td>ADM/20/14</td>
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<td>Post number:</td>
<td>50006186</td>
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<td>Contract Information:</td>
<td>The first year of contract will be probationary, with the possibility of extension subject to satisfactory performance.</td>
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<td>This post is limited to local status only*</td>
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**Date of Issue:** 10 February 2020  
**Deadline for applications:** 9 March 2020

**Salary Information:** Approximately £29,732 net per annum, (subject to deductions), free of income tax in the UK. Excellent benefits including medical insurance and UN pension scheme. For further benefits and entitlements, please [click here](#).

**Purpose of the post**
Under the general supervision of the Deputy Director, Major Projects and the direct supervision of the Technical Officer-cum-Project Overall Coordinator (POC), the incumbent will provide project and contracts administration support for the implementation of Phase II of the IMO-SENSREC Project related to safe and environmentally-sound ship recycling being executed by IMO, to support the Government of Bangladesh.

For a detailed job description please refer to P.2.

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<th>Required competencies</th>
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<td>(a) Excellent administration, drafting and communication skills.</td>
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<td>(b) Ability to prioritize tasks and to coordinate financial and administrative aspects of technical assistance projects and demonstrated ability to work in an independent manner.</td>
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<td>(c) Thoroughness and excellent attention to detail in all responsibilities, ensuring consistency in delivery and implementation.</td>
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<td>(d) Ability to work in a multicultural environment and to establish good working relationships with internal and external stakeholders, at all levels.</td>
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**Professional Experience**
At least five years of financial and administrative management experience. Experience in project budget planning and project administration would be an advantage.

**Education**
Secondary education to university entrance standard. Any additional certifications in fields related to project management may be an asset.

**Language Skills**
Perfect command of written and spoken English. Knowledge of other UN languages may be an advantage.

**Other Skills**
Complete proficiency in MS Office applications, in particular MS Excel, is essential. Experience with the use of ERP software, such as SAP is desirable. Experience in developing and maintaining websites

**How to apply**
Applications must include a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date [Personal History Form](#) (also available from our website [www.imo.org](http://www.imo.org)). Applications should be sent to the following email address: [recruitment@imo.org](mailto:recruitment@imo.org). Only applications submitted via email will be accepted.

Please state **G.S. 20-03** as well as the title of the post in the subject line.

Your application will be acknowledged only for shortlisted candidates.

Shortlisted candidates will be tested in relevant areas.

*Local requires full and unhindered eligibility to live and work in the United Kingdom.*
BACKGROUND

As from 1 March 2020, this role will fall under the soon to be established Department for Partnerships and Projects.

IMO, with the funding support from Ministry of Foreign Affairs (MFA) of Norway, has been implementing the second phase of the IMO-SENSREC project (Phase II - Capacity Building) being executed to support the Government of Bangladesh to promote implementation of the international regulations on ship recycling. The project has a focus on capacity building for legal, policy and institutional arrangements and training.

The project is executed by a Project Coordination Unit (PCU) consisting of a Project Administration Assistant and a field Project Officer located in Dhaka, Bangladesh, under the direct supervision of the IMO Technical Officer-cum-Project Overall Coordinator (POC) and the general supervision of Deputy Director (Major Projects), Marine Environment Division, IMO.

IMO is seeking a suitably qualified and experienced Project Administration Assistant (PAA) who will assist IMO with all the administrative and financial matters related to the Project and provide project management support. A detailed description of main duties and responsibilities of this position is given below.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide integrative and adaptive project coordination support, including the day-to-day operational and contractual matters of the Project, implementation and assessment of progress of each activity under the Project.

2. Monitor the execution of the Budget (control of procurement aspects of the various contracts) and using IMO’s ERP system (SAP) to manage all procurement aspects of the project including the preparation and control of the project’s budget by maintaining accounts of the status of expenses for travel, contractual arrangements, future planned commitments, etc.

3. Facilitate the recruitment of the local project management staff.

4. Independently prepare and manage the mandatory project financial reports and any other interim progress reports to be submitted to Ministry of Foreign Affairs (MFA), in Oslo, Norway.

5. Coordinate communication with the MFA regarding financial and budget matters in consultation with IMO’s Financial Services (FS) and Management Accounting Services (MAS).

6. Oversee the local “imprest” account for the project and prepare its quarterly expenditure reports.

7. Communicate with the Project strategic partners and the local Project Manager regarding the financial procedures, procurement and financial reporting by the Field Office, including accounts reconciliation and planning of budget activities, and the procurement of goods and services, through the services of the Dhaka office of UNDP Bangladesh.
Independently manage all the administrative aspects related to the project, including financial closure towards the end of the Project.

Arrange for the recruitment of international and national consultants and experts and their travel for all Project activities, including the supervision of any temporary project administration staff, as and when necessary.

Address administrative and financial enquiries from the MFA, Ministry of Industries (MoI) as well as from IMO internal stakeholders (FS, MAS and Internal Oversight Services), in coordination with the Project Coordinator.

Undertake field missions, if requested, to support any progress meetings and meetings that will discuss financial and budget matters of the Project.

Support the Project Coordinator in the development of communication and awareness generation materials.

Assist in the operation of the project website and coordinate the development of all website content, as specified in the project document.

Independently develop, manage and maintain all project databases as required.

Prepare specific Project Implementation Documents (PID); and

Undertake other related duties, as may be required.