



ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE AND FINANCE ASSISTANT (Ref. PHP02) ECHO OFFICE

The European Commission's Humanitarian Aid and Civil Protection department (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. ECHO works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO Manila announces the vacant position of Administrative and Finance Assistant based in Manila, the Philippines.

PROFILE

- Bachelor degree from a recognised establishment in Finance, Accounting and/or Administration or equivalent.
- Minimum 4 years of relevant work experience at national or international level in the area of administration or programme support service including experience in procurement, human resources and finances;
- Previous experience in a Governmental or other International Organisation is an advantage;
- Very Good drafting skills.
- Good communication skills.
- Capable of working under pressure in a multitasking position.
- Ability to work in a multicultural environment.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).
- Willing and fit to carry out missions across South East Asia.

JOB DESCRIPTION

The Administrative and Finance Assistant (AFA) will work in the ECHO Office in Manila with the responsibility for planning and executing all necessary administrative, accounting, financial, logistical and secretarial functions.

Applications MUST comprise of:

- A cover letter setting out briefly the candidate's motivation and suitability for the position.
- A completed CV in the EC standard format only (the EC Standard format can be downloaded from the same web page http://eeas.europa.eu/delegations/philippines/about_us/vacancies/index_en.htm).
- The name, position and contact number/details (telephone, fax, e-mail) of three references, one of them being from the last employer.

CONTRACT

A contract of employment will be concluded for an initial period of one year, subject to a successful completion of 6 month probation period. Employment is expected to start in October 2013. The candidate will be placed in Group 3 on the ECHO salary grid. The step on the Group will depend on the work experience. The basic salary for this position under Group 3 is ranging from step 1 of PHP 48,891.00 to step 35 of PHP 93,853.00.

The European Commission's Humanitarian Aid and Civil Protection department (ECHO) is an Equal Opportunity Employer. The working conditions include working with a dynamic, enthusiastic and engaged team in an open and collaborative environment.

Completed applications must be sent electronically to email: ECHO-Administration.Manila@echofield.eu and must arrive no **later than Sunday 18 August 2013 at 17.00 hours Manila time**. The subject should be clearly marked **AFA (Ref. PHP02)** on the email.

Only short-listed candidates will be contacted. Candidates must abstain from contacting the ECHO Office for information on the selection process. Any candidate that in any way tries to influence the selection process will be disqualified immediately.