



## Job Description for Group 2. Administrative Assistant to the Head of Administration

<b>Section in the organisation chart</b>	<i>Administrative section</i>
<b>Next hierarchical superior (who to report to)</b>	<i>the Head of Administration</i>
<b>Working hours</b>	<i>full time – 37,5 hours/week;</i>
<b>Working environment/conditions</b>	<i>Multicultural environment, normal working hours.</i>
<b>Reporting Relations/responsibilities</b>	<i>Reporting to the Head of Administration</i>
<b>Job objective</b>	<i>To assist to the Head of Administration in the administrative management of the Delegation, in particular, financial and human resources. To act as Imprest Account Holder during the absences of the Head of Administration.</i>
<b>Main Tasks</b>	<p><b>OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES – General administrative Support</b></p> <ul style="list-style-type: none"> <li>- Assist Head of Administration in the analysis, planning &amp; execution of all aspects of the administration work notably analysing &amp; planning difficulties, gaps in resources, external challenges (security, health threats/avian flu, staff departures, changing government policies on taxation, labour laws...etc) &amp; proposing solutions.</li> <li>- Preparing files for internal use and/or for headquarters for specific administration related topics (HR);</li> <li>- Assist Head of Section in personnel matters concerning officials, national experts and contract agents;</li> <li>- Ensure an appropriate flow of information about the traineeships concerning HQ and the Office;</li> <li>- Monitor and report - regularly and in a timely fashion as well as on request - on the rules and regulations on traineeships in Delegations;</li> <li>- Assist in drafting reports (Control ex-post, AOSD Report, Ex Post control inspection, Contracts files).</li> <li>- Replace the Head of Administration in the case of his/her absence;</li> <li>- Liaise with Taiwanese authorities, embassies and international organizations on finance and administration related matters;</li> </ul> <p><b>BUDGET and FINANCE Financial and accounting assistance</b></p> <ul style="list-style-type: none"> <li>- Assist Head of Administration in monitoring the consumption of the administration budget and in preparing periodical budget revisions and budget estimates.</li> <li>- Act initiating agent in ABAC and as Imprest Account Holder during the absences of the Head of Administration;</li> <li>- Apply the Financial Regulation and other instructions from Headquarters</li> <li>- Apply financial tools of the Institution;</li> <li>- Follow up all outstanding balances on Imprest Account in order to regularise them as soon as possible;</li> <li>- Liaise with local bank(s) on relevant banking issues.</li> </ul> <p><b>+ HUMAN RESOURCE MANAGEMENT (general) Management of Local Staff</b></p> <ul style="list-style-type: none"> <li>- Responsible for preparing the payroll for local staff.</li> <li>- Responsible for preparing the Personal Income Tax reports for local staff in accordance with Taiwanese authorities requirements.</li> <li>- Responsible for preparing the social and medical contribution reports.</li> <li>- Assistance in leave and overtime management</li> <li>- Update and management of e-Del-HRM and its payroll module.</li> </ul>
<b>Personal skills</b>	<p><b>Main talents:</b></p> <ul style="list-style-type: none"> <li>- Initiative/dynamism;</li> <li>- Interpersonal talents – working and interacting co-operatively with colleagues and stakeholders, team work, team spirit;</li> </ul>

	<ul style="list-style-type: none"> <li>- <i>Motivation, perseverance, commitment, resilience and personal drive;</i></li> <li>- <i>Open personality;</i></li> <li>- <i>Use a variety of software package, such as Microsoft Office, Outlook, Power Point, etc.,</i></li> </ul> <p><b>Organisational abilities:</b></p> <ul style="list-style-type: none"> <li>- <i>Excellent communication skills both in English and Mandarin (ability to understand and be understood, drafting skills);</i></li> <li>- <i>Capacity to deliver in a structured way (accuracy, rigour);</i></li> <li>- <i>Capacity to act upon problems – prioritising, organising, monitoring, following up.</i></li> </ul> <p><b>Conduct:</b></p> <ul style="list-style-type: none"> <li>- <i>Loyalty, awareness of interests of service, punctuality, discretion, sense of confidentiality, sense of responsibility;</i></li> <li>- <i>Flexibility, adaptability, versatility, responsiveness to inputs/advice;</i></li> </ul>
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**Job specifications**

	<b>Compulsory requirement</b>	<b>Asset</b>
<b>Qualifications</b>	<i>Tertiary education</i>	<i>Diploma in Business Administration</i>
<b>Professional experience</b>	<i>Have minimum 3 years of proven experience</i>	<i>Accountancy, Contract management</i>
<b>Knowledge of languages</b>	<i>Required language competences in EN – ability to understand C2, ability to read C2, ability to speak C2, ability to write C2]</i>	
<b>Knowledge of IT tools</b>	<i>Computer literacy (Email use, Microsoft Office, Visual Basic, Java etc.)</i>	