



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE – EOI 258-18/40

Post title:	National Administrative and Finance Assistant
Location:	Skopje, Macedonia
Line Manager:	Team Leader Macedonia
Project:	Support to Electoral Reform in Macedonia
Donor:	Swiss Agency for Development and Cooperation SDC
Funding Agreement:	Contingent upon funding

The main functions of the post are to:

Serve as the International IDEA programme staff for the project to support Macedonian institutions and stakeholders. Specifically, the main duties and responsibilities of the Administrative and Finance Assistant will include the following:

- Assists in all aspects of the day-to-day tasks to prepare the dialogue/conference;
- Assists with the organisation of internal and external communication and correspondence;
- Provides support related to travel bookings (including airfare, visas, and on the ground transportation) participants lists, reimbursements, accommodation arrangements and other functions;
- Provides budgetary support to ensure that the budgetary procedures are transparent and that the budget is not overspent.
- Follows-up on the finalization of contracts, payments and other possible outstanding issues related to events;
- Actively integrates the inclusion of a gender perspective in all activities;
- Performs any other duties assigned by the Team Leader or her designee.

Required Skills and Competencies

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence of subject matter; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Judgment/Decision-making: Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

Vision: Clearly communicates links between the Organization's strategy and the work unit's goals; Conveys enthusiasm about future possibilities.

Functional Competence:

- Excellent organisational skills, service minded and flexible;
- High degree of discretion and tact in handling information;
- High personal integrity;
- Ability to operate effectively in a multi-cultural environment and be gender-sensitive;
- Good communication and drafting skills together with good organisational and filing skills, high attention to detail;
- Ability to work independently and under pressure;
- Tact, diplomacy and social skills and a high degree of service mindedness;

Experience

A minimum of two years of experience in administrative and financial work.

Education

High School diploma or equivalent studies. Post-secondary education with a focus on Finance or Business Administration would be an advantage.

Languages:

Fluency in spoken and written English and Macedonian is required. Knowledge of Albanian is considered an asset.

Tenure of appointment

The assignment is contingent upon secured funding and is expected to commence in 2019.