



INTERNATIONAL CHILDREN'S CENTRE

Terms of Reference

Administration and Finance Officer

(Full-Time)

BACKGROUND AND RATIONALE

ICC as the secretariat of the Partnership Network for Preventing Violence. Partnership Network for Prevention of Violence Against Children (PVAC Network) has been working in advocacy and monitoring & reporting child rights violations and state's compliance since 2011, all the while implementing capacity building activities for its members, for other CSOs, and for good network management.

Within this framework, a new project for that will last for 30 months will be initiated in 2018. The project's main aim is to enhance the capacity of monitoring, reporting and advocacy of the Partnership Network and include child participation into these efforts.

WORKING RELATIONSHIPS

The Administration and Finance Officer interacts with a wide variety of colleagues within the International Children's Center (ICC) and with stakeholders of the project and ICC with stakeholders of the project and ICC. The Administration and Finance Officer will be working in close relation with the project's Networking and Advocacy Officer and reports to ICC's Child Rights Program Coordinator.

JOB DESCRIPTION

The Administration and Finance Officer will be responsible for the administration and financial aspects of the projects.

Administration and Finance Officer will be based in the project office in ICC (Ankara Bilkent) and support the team with;

- Administration and management of cash flow,
- Preparation and collection of tender bids,
- Preparation of monthly reports, controlling sub-ledgers,
- Preparation of financial reports (interim, final),
- Preparation and submission of VAT declaration forms (Annex 7 and 8),
- Make arrangements for meetings, seminars and events: implement logistics (travel, accommodation, transfer etc.), prepare correspondence, compile and distribute documents, make administrative arrangements,
- Day to day coordination of project activities and experts,
- Close monitoring, support and contribution for the preparation and timely delivery of project outputs and deliverables,
- Coordination and logistics management,
- Management of correspondences and archive,
- Writing up of meeting/organization minutes and reports,



- Organization of expert missions,
- Cooperation with the project team and with the beneficiary (EU Delegation),
- Support to project experts as needed,
- Perform other duties as required.
- Assist other projects when possible

Education:

- University degree in Economy, Business Administration

Experience:

- Minimum 7 years' experience in administration, finance, planning.

Languages:

- Good knowledge of English, and Turkish

IT Skills:

- Good knowledge of the MS Office applications especially in Excel, internet and office technology equipment

General Skills:

- Having good organization, coordination, filing and archiving skills,
- Hardworking with follow-up and multitasking abilities,
- Diplomatic attitude and able to work result-oriented within a multi-cultural team setup,
- Ability to work under pressure;

Application Procedure

For application you may send your up to date CV to erdemli@icc.org.tr no later than 10 January 2018 indicating in the subject line of the e-mail the "Application for Admin and Finance"

Only shortlisted candidates will be contacted.