

INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)
VACANCY ANNOUNCEMENT No. 81

(DEADLINE FOR APPLICATION: 14 February 2021)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
Finance/Administrative Assistant	GS5 */	YOKOHAMA, JAPAN	1 April 2021	FIXED TERM: ONE YEAR (RENEWABLE)

1. DUTIES AND RESPONSIBILITIES

Under the direction of the Director of the Division of Operations and direct supervision of the Finance/Administrative Officer, assist in:

- Maintaining ledgers and financial files, reconciliation of accounts, assisting in closing books
- Preparation of financial and project analysis reports for management, member countries and donors;
- Preparation of the annual external audit, internal audit and project audits;
- Assisting in the management, maintenance and improvement of ITTO's financial/administrative systems;
- Assisting in the administration of personnel/human resource matters ;
- Supporting the Sessions of the Council and Associated Sessions of the Committees; and
- Performing any other duties as may be assigned from time to time.

2. QUALIFICATIONS AND EXPERIENCE

- Be a national of an ITTO Member Country;
- Suitable university degree;
- More than two years of relevant professional experience, including experience in finance/administration and accounting.
- Language skills in both spoken and written English.

3. SALARY

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the Staff Regulations and Rules of the Organization.

4. APPLICATION

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent by email to itto@itto.int no later than 14 February 2021. Women are particularly encouraged to apply.

Please note that only applicants who are short-listed will be contacted.

*/ The Executive Director reserves the right to make this appointment at a different level than advertised.