

VACANCY NOTICE 001/2018

Administrative and Finance Officer, Laxenburg/Vienna

All our work shall be driven by commitment and excellence

About Us

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency as well as an institution of post-secondary education recognized in line with the (EU's) "Bologna process"¹, headquartered in Laxenburg/Vienna. We are a pioneering institution that aims to overcome shortcomings in knowledge and practice in the field of anti-corruption and compliance, functioning as a centre of excellence in education, training, networking, and cooperation, as well as academic research.

For detailed information on IACA please visit our website at www.iaca.int.

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles. We seek to attract the best qualified and most dedicated workforce meeting the highest standards of professional ability, personal integrity, and social competence, and offer fair and competitive international employment terms and conditions.

Vacant Post, Type and Duration of Appointment

The Job Description on the next pages contains the job title, classification of the vacant post, and the job profile, including the responsibilities, education, skills, and professional experience required.

IACA offers a fixed-term appointment for the duration of one year, with a probationary period of four months. Upon consent by both sides, this fixed-term appointment may be renewed for another term(s). For detailed information, please consult the [Staff Rules of the International Anti-Corruption Academy](#).

Remuneration

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of 49,283 EUR. An adjusted dependency benefit will be given to staff members with at least one child.

Applying

If you have related work experience, meet the requirements outlined in the Job Description on the following pages, adhere to our goals and Guiding Principles, and would like to work in a dynamic, multicultural environment, please send a concise CV and cover letter to hr@iaca.int, clearly stating the Vacancy Notice number in the subject line, no later than 19 February 2018 (UTC+1). Please include your contact details as well as the names and contact details of three references.

Shortlisted candidates will be contacted for an interview. This may be conducted in person or via IP-telephony software. Candidates who choose to come to the IACA campus in person for an interview are responsible for covering their own travel expenses.

IACA's selection is final and not subject to review.

¹ https://wissenschaft.bmfwf.gv.at/fileadmin/user_upload/Kasparovsky/EMpfehlungen/2.1.4.15a_E_BF.pdf

Job Description – Administrative and Finance Officer

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience for the post of Administrative and Finance Officer, classified AD 8, in the Administrative Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, the Administrative and Finance Officer provides office services and works on financial administration, contributing to the proper workflow, results, and functioning within the team. The Administrative and Finance Officer reports to his/her superior, as defined by the Dean.

The Administrative and Finance Officer's place of employment is at the IACA campus, in a multinational environment. He/she may also be sent to IACA's other offices or to those of partners, contractors, or other third parties, in Austria or abroad. He/she may also be sent on official missions abroad, as work requires, and thus must hold valid national travel documents.

Duties and Responsibilities

The Administrative and Finance Officer performs a range of tasks related to general and financial administration.

The incumbent prepares and schedules meetings, maintains office files and records, and works on travel management for both staff members' missions and external visitors. In addition, he/she maintains office material and its appropriate stock by anticipating supply requirements to the extent possible, conducting market research, placing adequate orders, and verifying the receipt of supplies. The Administrative and Finance Officer serves as the first contact person at IACA for all external stakeholders by answering general queries about the Academy and drafting routine correspondence. As he/she frequently liaises with local counterparts in the host country, knowledge of German is considered an asset. Moreover, the Administrative and Finance Officer works with and maintains the Academy's customer relationship management (CRM) system, updating the contact database and creating mailings.

Furthermore, the Administrative and Finance Officer supports the financial administration of the Academy. This includes maintaining and ensuring the accuracy of financial records and completeness of related documents in line with IACA's rules and procedures (such as procurement rules), checking invoices, and recording receipts and payments. He/she liaises with the local bank and the external bookkeeping company, and mentors new staff members on basic financial procedures. The incumbent also provides assistance with financial reports submitted to external partners.

The Administrative and Finance Officer is responsible for ensuring proper and reliable knowledge management with regard to his/her tasks, and also compiles and submits necessary reports to his/her superiors. Moreover, he/she supports in the training and guidance of, e.g., interns, advising them, among others, on workflow, administrative practices and procedures.

In line with IACA's team spirit, he/she occasionally works on other tasks given by his/her superiors that are not related to his/her appointment, but where his/her work experience and skills are an asset and/or the immediate shortage of personnel capabilities so require.

Skills

The incumbent

- has proven experience in handling administrative tasks and office management,
- has proven experience in handling financial administration,
- has excellent written and oral communication skills in English,
- has excellent numeracy skills,
- is an effective problem solver,
- adapts easily to the use of in-house software,
- is familiar with the handling of contemporary computer software, in particular Microsoft Office Word and Excel (2010 and above),
- is confident and proactively pursues his/her targets,
- is prepared to take over responsibility,
- is able to work independently and within a multinational environment as well as with people from different professional backgrounds
- is able to work well under pressure, adapt to challenging and changing environments, and meet deadlines, and
- has a valid driving licence "B" (passenger cars) in Austria.

Education

The Administrative and Finance Officer holds a high school diploma. Additional qualifications in a job-related field and additional languages, particularly German, are considered an asset.

Professional Experience

At least five (5) years of professional experience in the field of administration and office management, and/or financial administration, for applicants with a general high school diploma.

At least three (3) years of professional experience in the field of administration and office management, and/or financial administration for applicants with higher academic qualifications.

For all applicants, professional experience gained in related fields, and work experience abroad or in multinational environments, e.g. with international organizations, are considered an asset.