



wfuna

World Federation of United Nations Associations

POSITION DESCRIPTION: ADMINISTRATIVE OFFICER (HALF-TIME)

STARTING DATE: 1 MAY 2018

LOCATION: SEOUL

PAID STAFF POSITION WITH BENEFITS

WFUNA
1 United Nations Plaza
Room 1177
New York NY 10017
USA

FMANU
Palais des Nations
Room E4-2A
1211 Geneva 10
Switzerland

ORGANIZATIONAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We are the largest international network of people supporting and engaging with the United Nations.

We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens.

Our organization has offices at the United Nations in both New York, Geneva, and Seoul and host interns in both locations. www.wfuna.org

POSITION OVERVIEW

The Administrative officer is responsible for coordinating the administrative operations of WFUNA's Seoul Secretariat.

He/she will hold responsibilities to liaise with the Administrative Officer in WFUNA's New York office, managing the legal and financial processes of WFUNA's Seoul office.

He/she reports to the Partnerships Officer. This is a half-time (20 hours/week) position with benefits, based in our Seoul Secretariat.

MAIN RESPONSIBILITIES

- Maintain Constant communication with Program Officers and partner organizations to facilitate timely payments and seamless bookkeeping.
- Manage recurring payments made locally in Seoul
- Keep financial records of the Seoul office updated in coordination with WFUNA's New York office
- Recruit and manage volunteers for youth programs in Korea, and provide assistance at various International Organization Career Fairs held around Seoul
- Manage intern recruitment channels and keep track of intern management documentations
- Manage the filing of all official documentation produced by the Seoul office
- Complete the registration process for WFUNA Seoul office to be recognized as a charitable organization by the Korean government
- Generate annual reports to key donor and partner agencies.
- Regular reporting on duties to the Partnerships Officer; other duties as assigned, as this may include duties related to other program areas

WFUNA SEOUL OFFICE MANAGEMENT

Internship and HR management

- Recruit, manage, and evaluate office interns
- Manage staff and consultant contracts, issue HR documents as needed
- Manage staff vacation & leave requests

Bookkeeping

POSITION DESCRIPTION – ADMINISTRATIVE OFFICER

- Ensure filing systems are maintained and up to date, including official letters signed by staff and certifications produced by training programs
- Ensure protection and security of files and records
- Execute local payments as needed, including staff salaries/benefits, intern stipends, utilities, and other recurring payments
- Systematically report and update financials with the New York office

Office Management

- Register and manage the office thumbprint security system
- Maintain and replenish inventory

SKILLS & QUALIFICATIONS

- Experience with office administration and knowledge of Generally Accepted Accounting Principles and internal controls
- Experience with and knowledge of non-profit tax regulations and HR management procedures
- Ability to think systematically and set pragmatic office management structures
- Ability to produce written and oral reports to government agencies and other donors
- Knowledge of the United Nations
- Excellent written and oral communication skills
- University degree or higher
- Fluency in both English and Korean is required
- Experience working with, or reporting to Korean public-sector entities a plus
- Experience with QuickBooks, Salesforce and other Financial Management Systems a plus

PERSONAL CHARACTERISTICS

- High energy, results-oriented
- Ability to set and maintain positive work structures with key stakeholders
- Self-starter
- Strong interpersonal skills
- Well-organized and thorough with close attention to detail and follow-through
- Works well in a small office environment and thrives in a multi-faceted, fast-paced environment
- Adaptive and flexible