

## **Name of the Contest: “Administrative Officer I” –**

### **Republic of Korea**

#### **OBJECTIVE OF THE POSITION:**

Manage the administrative-financial activities associated with Administrative Services and Institutional Acquisitions in the CABI Representative Office in the Country and the Country Director, taking care of the good management of the assigned financial resources and assets, ensuring compliance with current regulations.

**GENERAL REQUIREMENT:** To reside in the Republic of Korea. Master's Degree with at least two years of experience additional to that required by the position, or Bachelor's Degree with at least three years of experience additional to that required by the position.

#### **EXPERIENCE REQUIRED BY THE JOB:**

- Experience in budget management, administrative payments, refundable funds and auctions.
- Experience in procurement of goods and contracting of services, which includes, carrying out procurement, evaluation, and negotiation processes.
- Management and supervision of cleaning, maintenance, security, and other services provided by outsourcing companies, including contract administration.
- Experience in control and supervision of assets (furniture, installations and vehicles).

#### **GENERAL YEARS OF EXPERIENCE:**

- Minimum work experience: 4 years.
- Desired work experience: 5 years.

#### **MAIN FUNCTIONS:**

- Request, analyze and evaluate offers; make purchases and contract services in accordance with the needs of the CABI Representative Office in the Country, according to the Office's budget and within the framework of current policy.
- Systematically review, at least on a monthly basis, the budgetary execution of the CABI Representative Office in the Country, as well as to prepare the budget for the following year in accordance with the anticipated needs of the Representative Office. CABI in the country and in accordance with the requirements of the Superior Administration.

- Manage outsourcing services and contract administration based on the expected results of the service. Evaluate, negotiate, process and execute the renewal of cleaning, security, messaging, technology and other contracts, in accordance with current regulations.
- Support the coordination of events, workshops, videoconferences for bank staff and external staff, as required by the CABEI Representative Office in the Country and the Directorate.
- Ensure that the necessary services for the proper functioning of the CABEI Representative Office in the Country are up to date and of the contracted quality, which implies carrying out procedures with Ministries and Government Agencies, providers of basic services, among others.
- Actively collaborate in the management and final disposition of extraordinary assets.
- Provide support to the Country Office, as well as manage the resources, time and effort to ensure that any requirement of institutional interest is executed efficiently and effectively.

### **KNOWLEDGE REQUIRED:**

- Knowledge and budget management.
- Advanced accounting knowledge.
- Administrative knowledge.
- Knowledge of personnel administration.
- Knowledge of labor contracts.
- Knowledge of purchasing processes aligned with the guidelines of the Environmental Management System (Green Purchases, among others).

### **REQUIRED SKILLS:**

- Resource Management (human, budget, equipment).
- Relationships.
- Analysis capacity.
- Management of Priorities.

### **REQUIRED COMPETENCIES:**

- Pressure tolerance.
- Technical knowledge.
- Quality and continuous improvement.
- Communication.
- Monitoring and control.