



## Human Resources Development Department

### International Labour Office

<b>Vacancy No:</b>	SFP/2008/002	<b>Date:</b>	24.06.2008
<b>Position title:</b>	Grant Officer	<b>Deadline for application:</b>	31.07.2008
<b>Project title:</b>	Microinsurance Innovation Facility	<b>Organization unit:</b>	Social Finance Programme <a href="http://www.ilo.org/socialfinance">www.ilo.org/socialfinance</a>
<b>Grade:</b>	P3	<b>Duty Station:</b>	Geneva (Switzerland)
<b>Contract type:</b>	Fixed-Term		
<b>Duration:</b>	12 months		

**For any questions related to this post, please contact:**

**Microinsurance Innovation Facility:** [MICROINSURANCE@ilo.org](mailto:MICROINSURANCE@ilo.org)

#### Introduction

The International Labour Organization is a specialized UN agency that promotes social justice and decent work for all. With workers and employers participating as equal partners with governments in its governing organs, the ILO formulates international labour standards such as freedom of association, the right to organize, collective bargaining, abolition of forced labour and equality of opportunity.

The ILO is launching a new initiative, the Microinsurance Innovation Facility, a five-year, \$34 million project funded by the Bill and Melinda Gates Foundation. By providing grants, supporting advisory services, conducting research, and disseminating good practices, this global Facility will:

- Support the development of valuable insurance products for low-income and rural households;
- Encourage the emergence of institutional models and partnerships that effectively deliver insurance to large volumes of low-income households;
- Promote market education to help low-income consumers appreciate the utility of insurance and identify high value products.

The ILO's interest in microinsurance comes from two perspectives. On the one hand, microinsurance is a means through which social protection can be extended to excluded populations, such as workers in the informal economy. On the other hand, the ILO is also concerned about the social effects of the financial market, which often excludes the working poor who only have their labour as capital. Consequently, for the ILO, microinsurance enhances access to social protection and promotes inclusive insurance markets.

This Facility will encourage persons with relevant insurance expertise to apply their skills to solving key microinsurance challenges, which include managing huge volumes of small policies, marketing insurance to persons with limited education, collecting premiums from people without bank accounts, controlling adverse selection, moral hazard and fraud, and verifying and paying small claims.

Developed in association with the CGAP Working Group on Microinsurance ([www.microinsurancefocus.org](http://www.microinsurancefocus.org)), this initiative will inspire potential and existing risk carriers and delivery channels to experiment with new approaches to reach un-served markets. It will analyze the impact that insurance has on the risk-managing capacity of poor men and women, and identify models of success. In addition, the project will facilitate the development of tools necessary for replicating those successes, and actively promote the use of those tools. Besides dramatically increasing the availability of quality insurance for the poor, this initiative will strive to create an insurance culture so that low-income persons demand quality insurance services.

### **Description of Duties**

Reporting to the Chief Project Manager, the Grant Officer is responsible for reviewing proposals for innovation grants, preparing and issuing contracts, and monitoring grant performance. The position will collaborate with the Senior Grants Officer in documenting lessons learned from grant recipients. Travel estimated to be 20-25% of the work time.

### **Generic duties**

1. Identify, describe and justify project possibilities in connection with approved technical cooperation programmes and ongoing activities.
2. In consultation with relevant technical units and external offices, analyse and appraise project proposals for multi-bilateral financing. Recommend the selection of project proposals for submission to donors. Follow up on donor negotiations, and prepare project agreements with donors upon approval.
3. Review project proposals to ensure consistency with national, sub-regional, regional and sectoral priorities and programmes, and with available resources. Formulate and present such proposals on the basis of technical and substantive input in accordance with required format for final review and approval.
4. Monitor the various ongoing projects and report on their progress to the relevant donor(s). Maintain contact with donor representatives and undertake visits to donor organisations as required.
5. Monitor and expedite programme implementation through discussions with technical, substantive and project staff, field visits, analysis of progress reports, and participation in reviews and evaluations. Prepare reports based on the information obtained as an input to corrective decision making and revisions.
6. Participate in workshops and seminars and prepare reports, training materials and presentations.

### **Specific duties**

1. Assist in the design and dissemination of the innovation grants request for applications;
2. Conduct an initial assessment of selected applications;
3. Solicit additional information from applicants and key informants about the proposals;
4. Assist applicants to improve their proposals;
5. For large grants, facilitate (or do) the due diligence;
6. Make preliminary recommendations to the Steering Committee regarding innovation grant applicants;
7. Inform rejected applicants of the reasons for rejection;
8. Negotiate project targets with approved applicants and finalize the contracts, within assigned region
9. Monitor the performance of grantees;
10. Analyze the reporting results to identify emerging lessons and good practices;
11. Document (or facilitate the documentation of) the experiences of grantees that have important and interesting lessons to share;

12. Facilitate information sharing between grantees;
13. Recommend adjustments to the grant process and assessment criteria as necessary;
14. Implement a customer satisfaction monitoring system for selected grantees;
15. Contribute to project progress reports;
16. Contribute to annual work plans and budgets;
17. Participate in the organization of meetings, workshop and seminars

## **Experience and skills required**

### Education:

First level university degree in economics, social science, international studies or other relevant field.

### Experience:

At least five years of professional experience in the insurance industry. Applicants should also have at least two years experience working in developing countries with low-income households, and familiarity with grant making processes.

### Languages:

Excellent written and verbal command of English and Spanish. Additional languages would be an advantage.

### Competencies:

Ability to use qualitative and quantitative analytical tools and techniques. Work in a multicultural environment. Excellent computer skills including the use of word processing and spreadsheet software. Sound knowledge of socio-economic conditions in several countries. Excellent knowledge of development principles, concepts and techniques. Excellent trouble-shooting and problem solving skills. Self-motivated and able to work without close supervision. Mature, responsible and professional. Good judgment and sound decision-making skills. Excellent organization and planning skills. Detail-oriented. Team player.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST OR AN INTERVIEW.

## APPENDIX II

### CONDITIONS OF EMPLOYMENT (Grade: P.3)

<b>Salary and post adjustment (with dependants)</b>		<b>US\$</b>	
Salary	Minimum	56145	
	rising to		
	Maximum	75234	
	Post adjustment for Geneva	Minimum	49183
		Maximum	65904
<b>Salary and post adjustment (without dependants)</b>		<b>US\$</b>	
Salary	Minimum	52408	
	Maximum	69943	
	Post adjustment for Geneva	Minimum	45909
		Maximum	61270

Other allowances and benefits subject to specific terms of appointment:

- Children's allowance (except for the first child if the dependent rate of salary is paid in respect of that child);
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Assignment Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant;
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is made at the initial step in the grade. Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance with an ILO document which will be supplied upon request.

While the successful candidate will be initially working in Geneva he/she may be assigned to any duty station designated by the Director-General of the ILO.

Applications from women and from nationals of non - and under - represented member States are particularly encouraged.

Any appointment/extension of appointment is subject to ILO Staff Regulations, Staff Rules and Manual.

Only candidates under serious consideration will be contacted.