

## VACANCY ANNOUNCEMENT (Reference BBWJC-NPM-01)

The ILO Office in Lusaka is seeking to recruit a highly motivated and qualified candidate for the following position:

### NATIONAL PROGRAMME MANAGER

#### UN Programme on Broad-based wealth and job creation in Zambia: Economic empowerment through MSME development

**Category and Grade: National Programme Officer** Grade NO-B

#### **INTRODUCTION & BACKGROUND**

The International Labour Organization (ILO) is leading the above-mentioned programme on behalf of the United Nations System in Zambia to contribute to broad-based wealth and employment creation and the promotion of decent work in Zambia. The programme will integrate and coordinate the respective activities of UN agencies to Deliver as One in the field of MSME development within the broader context of private sector development (PSD) in Zambia. The programme will run for **36 months** starting in the first half of 2008. The programme is mainly funded by the Government of Finland.

The programme is grounded in a systemic enterprise development approach, focusing on the potential of micro-, small and medium enterprises (MSMEs) and will comprise interventions which aim to:

- (Pillar 1) stimulate demand for business development services (BDS) at enterprise level, through *inter alia* specific technical assistance to a parallel BDS voucher programme delivered by collaborating institutions;
- (Pillar 2) strengthen the service delivery capacity of facilitators and providers of BDS to MSMEs, both through direct technical assistance and through the demonstration of roles and functions that local institutions will eventually perform themselves, including the brokerage of business linkages and related pro-poor business models; training on entrepreneurial behaviours; and delivery of BDS advisory services;
- (Pillar 3) strengthen policy dialogue, planning and coordination on economic empowerment through MSME development, through policy advisory services, facilitation of policy dialogue and institutional capacity development;
- (Pillar 4) generate greater coherence among UN private sector development interventions including those of the ILO; harmonise and align those interventions with national systems and processes and interventions supported and delivered by other cooperating partners; and link the programme to new and evolving initiatives of the Government, Cooperating Partners and the UN system.

#### **Description of Duties**

Under the supervision of the Director of the ILO Office in Lusaka, and with the technical support of the Programme's Technical Adviser (TA) and ILO's technical team in its Sub-Regional Office (SRO) Harare, the National Programme Manager will be responsible for the timely production of specified outputs. She/he will provide technical inputs and advisory services to Ministry of Commerce, Trade and Industry (Government Focal Point), Ministry of Labour and Social Security, Zambia Development Agency, Citizens Economic Empowerment Commission, ILO's workers' and employers' constituents including the Zambia Association of Small and Medium Business Associations (ZCSMBA), the MSME Working Group and Programme Management Unit of the Private Sector Development Reform Programme, and other participating institutions, and guide all aspects of programme implementation. To this end the Programme Manager will assume the full daily responsibility for the programme, and the management of ILO programme staff including the Business Linkages Broker. These responsibilities will be assumed by the Programme Manager under the supervision of the Director of the ILO Lusaka Office in Zambia. In association with the international Technical Adviser who has direct responsibility for Pillar 4 of the programme, the Programme Manager will work in close cooperation with UN agencies linked to this

project, and with the active support and backstopping the technical specialists of ILO's Sub-Regional Office in Harare, and ILO HQ staff as appropriate.

As well as assuming overall managerial responsibility for Pillars 1-3 of the programme, the Programme Manager will be specifically responsible for the outputs under Pillars 1 and 2. These include interventions which aim to foster the development of a vibrant and sustainable market for the business development services (BDS) that MSMEs require in order to sustain and grow their businesses. On the demand side, the programme will work closely with a parallel but structurally linked BDS voucher programme being led by national partner institutions. On the supply side, the programme will develop the capacity of BDS facilitators and providers to improve service quality and delivery. It is expected that the international TA will provide significant and substantial inputs into Pillar 3 (on MSME Policies and Strategies).

#### **Generic duties**

1. Lead, organize, plan, supervise and control the programme (including managerial functions).
2. Develop and review an institutional framework, in which the ILO's constituents including the social partners contribute to improving, implementing and evaluating efficient and equitable ILO action programmes, in close association with the ILO Director and programme's international TA.
3. Assist the TA in policy formulation and providing policy advice to ILO's constituents on capacity building and institutional strengthening, the application of ILO standards, the promotion of gender equality, and the promotion of technical cooperation activities.
4. Ensure the programme's alignment and consistency with relevant aspects of the Fifth National Development Plan, UN Development Assistance Framework, the Decent Work Country Programme, National Employment and Labour Market Policy, Joint Assistance Strategy for Zambia and related programmes, projects and activities.
5. Develop programme design, review proposals, formulate, revise and submit programme proposals and negotiate funding.
6. Monitor and evaluate the efficiency and effectiveness of the programme activities.
7. Lead and/or support technical advisory missions.
8. Organize and conduct seminars, workshops and technical meetings.
9. In association with the programme's international TA, prepare recommendations and guidelines for discussion and adoption as ILO recommendations in related technical fields.
10. Be responsible for the writing of manuals and training guides on related topics.
11. Disseminate information on action programmes through publications and press releases as well as ensuring representation at cooperating partners' meetings, international, regional and national forums and advocacy campaigns.
12. Monitor and coordinate research and other activities carried out by programme staff and external collaborators.
13. In association with the international TA, provide technical inputs to ILO Office documents (sectoral meetings, technical committees, conference reports, Director General's report to ILC).
14. Invite technical guidance from the international TA.
15. Assist the international TA in promoting and supporting an inclusive approach for the UN Delivering as One in Zambia, including close collaborative links with existing and new UN organizations, cooperating partners and international financial institutions operating in Zambia in MSME/PSD.

#### **Specific Duties**

1. Overall strategic, technical, operational and financial management responsibility of the programme and the programme team.
2. Overall responsibility for quality programme outputs, delivered in a timely manner.
3. Procure all needed equipment in a timely and efficient manner.
4. Advise and assist in the recruitment of national programme officers (NPOs) in the required fields of technical expertise, including the preparation of tests and interview materials.
5. In consultation with the GRZ Focal Point, the PSD Programme Management Unit and the MSME Working Group, prepare work plans.
6. Prepare budgets and maintain a finance and administration system as well as a monitoring and evaluation system.

7. Prepare terms of reference as necessary for work undertaken by external collaborators/consultants.
8. Support the performance of the functions of a Stakeholder Advisory Committee by the MSME Working Group, taking into account the need for alignment with national institutions and processes, and provide any support needed for its efficient functioning.
9. In conjunction with the Technical Advisor, develop and manage constructive relationships with ILO's social partners and local stakeholders.
10. In conjunction with the Technical Advisor, develop and manage constructive relationships with national counterparts, including the Ministry of Commerce, Trade and Industry, Ministry of Labour and Social Security and other key ministries, ZCSMBA, ILO's Social Partners, and national and international agencies.
11. Lead programme activities as specified under Pillars 1 and 2 in the programme document, including coordination of all relevant interventions; including specific technical assistance to the promoters and implementers of the BDS Voucher Programme in relation to its design, operations, piloting, monitoring and evaluation; and lead interventions that will strengthen the service delivery capacity of facilitators and providers of BDS to MSMEs. To this end, oversee the work of the Business Linkages Broker and short term-staff and external collaborators as required.
12. In association with expert inputs from the international TA, lead programme activities relating to Pillar 3 (on MSME policy guidance).
13. In collaboration with the ILO Director and international TA, develop capacity of social partners, collaborating institutions and other key stakeholders to enhance their engagement in delivery of programme outputs in a sustainable manner.
14. In conjunction with the ILO Director and Technical Advisor, ensure ILO's cross-cutting concerns (ILS, tripartism and gender equality) are sufficiently incorporated and mainstreamed in the programme activities and results, including in cooperation with related projects on women's empowerment, social dialogue, gender equality, etc.
15. In conjunction with the Technical Advisor, disseminate information on programme activities through progress reports and publications, including through knowledge/experience/lesson sharing mechanisms.
16. With the support of the Technical Advisor, identify opportunities for new initiatives and engage in programme development.
17. Other relevant tasks requested by the ILO Country Director.

## REQUIREMENTS

**Education** – First university degree level, with post-graduate diploma or qualification being considered as an advantage: in fields such as development studies, development economics, private sector development, micro and small enterprise development, finance, or other related disciplines.

**Experience** - At least five years of professional (including projects/programmes) experience at the national level including work on issues relating to micro- and small enterprise development, business development services or finance. This should include at least three years' experience of project or programme management. Direct experience of working within the private sector and its representative associations highly desirable.

**Languages** - Excellent command of English.

**Competencies** – Excellent ability to engage various parties using tact and diplomacy. Knowledge of enterprise development concepts and processes. Knowledge of institutional development and capacity building. Ability to communicate effectively both orally and in writing. Excellent administrative skills. Ability to work independently as well as a member of a team.

## APPLICATION PROCEDURE

### APPLY TO:

Applications and CV of women and men must be submitted to the following address quoting job title. Photocopies of certificates must be enclosed.

**Only those candidates that are short-listed for interviews will be notified.**

**Deadline for submitting applications: to be confirmed**

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