



## Human Resources Development Department

### International Labour Office

<b>Vacancy No:</b>	ZAMBIA 2007/28	<b>Date:</b>	26.11.2008
<b>Position title:</b>	Technical Adviser	<b>Deadline for application:</b>	
<b>Project title:</b>	Broad-based wealth and job creation in Zambia: Economic empowerment through MSME development		
<b>Grade:</b>	P4	<b>Organization unit:</b>	ILO Lusaka
<b>Contract type:</b>	Fixed-Term	<b>Duty Station:</b>	Lusaka (Zambia)
<b>Duration:</b>	12 months		

**For any questions related to this post, please contact:** Mr. Gerry Finnegan, ILO Director, Lusaka, Zambia ([finnegan@ilo.org](mailto:finnegan@ilo.org))

#### Introduction

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). The programme will run for **36 months** starting in the first quarter of 2008. The programme is mainly funded by the Government of Finland.

The programme is grounded in a systemic enterprise development approach 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

To ensure the efficient and effective start-up of the programme, the ILO is recruiting an international experienced Technical Adviser (TA) initially for the first **12 months** of the programme. Under the supervision of the ILO Lusaka Office, she/he will be responsible: for coordination of the UN system's PSD/MEMED work in Zambia and will have a direct role in coordinating the inputs of the various related ILO projects in the context of the Zambia Decent Work Country Programme (DWCP); for

enhancing the UN's delivery of requested support in this field; and for mobilizing further UN technical assistance as appropriate to the Zambian MSME/PSD contexts. In addition, the TA will provide technical guidance and assistance and policy advisory services to the overall implementation of the programme, and to the nationally-recruited National Programme Manager. The TA's support will also be available to programme partners including the 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, Programme Management Unit of the Private Sector Development Reform Programme, and other participating institutions. She/he will be directly responsible for Pillar 4 of the programme and will be expected to provide significant technical inputs to the processes being undertaken under Pillar 3. As indicated above, the TA will provide substantial backstopping and technical support to the National Programme Manager and other programme staff in relation to the whole programme.

In the initial start-up phase and specifically until the National Programme Manager has been recruited, the TA will assume interim management responsibility for the programme.

These responsibilities will be assumed by the TA under the supervision of the Director of the ILO Lusaka Office in Zambia, in close cooperation with UNCTAD Geneva, UNDP Zambia and its Private Sector Division (UNDP-HQ), and Global Compact Zambia, and with the active support and backstopping of the technical specialists of ILO's Sub-Regional Office in Harare, and ILO HQ staff as appropriate.

#### **Generic duties**

1. Promote and support an inclusive approach for the UN Delivering as One in Zambia, including developing close collaborative links with existing and new UN organizations, cooperating partners and international financial institutions operating in Zambia in MSME/PSD.
2. Ensure the programme's alignment and consistency with relevant aspects of the Fifth National Development Plan, UN Development Assistance Framework, the Zambia Decent Work Country Programme, National Employment and Labour Market Policy, Joint Assistance Strategy for Zambia and related programmes, projects and activities.
3. Until the National Programme Manager has been recruited, lead, organize, plan, supervise and control the programme on an interim basis (including managerial functions). Once the National Programme Manager is in post, these functions will be passed to him/her, after which time the TA will continue to support and backstop the National Programme Manager.
4. Provide technical support to the National Programme Manager in relation to the design and promotion of a wide range of special subject-matter-related programmes. This will involve analysis of complex or conflicting data, statistics, information or policy guidelines in a manner requiring the advanced application of principles of a recognized technical specialization.
5. Provide technical support to the National Programme Manager in developing and reviewing 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.
6. Support the National Programme Manager through 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.
7. Provide technical support to the National Programme Manager in developing programme design, reviewing proposals, formulating, revising and submitting programme proposals and negotiating funding.
8. Provide technical support to the National Programme Manager in evaluating the efficiency and effectiveness of the programme activities.
9. Lead and/or support technical Advisory missions.
10. Organize and conduct seminars, workshops and technical meetings.
11. Prepare recommendations and guidelines for discussion and adoption as ILO recommendations in related technical fields.
12. Be responsible for the writing of manuals and training guides on related topics.
13. 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.
14. In conjunction with the National Programme Manager, monitor and coordinate research and other activities carried out by programme staff and external collaborators.
15. Provide technical inputs to ILO Office documents (sectoral meetings, technical committees, conference reports, Director General's report to ILC).

### **Specific duties**

1. Lead programme activities intended to generate greater coherence among UN private sector development interventions as specified under Pillar 4 in the programme document, including coordination of all relevant interventions; representation of the UN in dialogue and various fora; outreach within and beyond the immediate UN programme partners to encourage sharing of information and joint activities; and ongoing liaison with partners and stakeholders to maximise alignment and harmonisation of UN support with national institutions and processes.
2. Until the National Programme Manager has been recruited, interim overall strategic, technical, operational and financial management responsibility of the programme and the programme team. Once the National Programme Manager is in post, these functions will be passed to him/her, after which time the TA will continue to support and backstop the National Programme Manager.
3. Responsibility for quality programme outputs to be produced under Pillar 4, and significant responsibility for providing advice and guidance under Pillar 3, delivered in a timely manner.
4. Set up a programme office, and until the National Programme Manager has been recruited, procure all needed equipment in a timely and efficient manner.
5. 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.
6. Prepare work plan for the inception phase of the programme with concerned stakeholders and, upon her/his appointment, provide technical support and advice to the National Programme Manager on the preparation of subsequent updated rolling work plans.
7. Until the National Programme Manager has been recruited, prepare budgets and establish and maintain a finance and administration system as well as a monitoring and evaluation system.
8. Have technical inputs into the preparation of terms of reference as necessary for work to be undertaken by national and international external collaborators (consultants).
9. Support the adoption 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.
10. In conjunction with the National Programme Manager, develop and manage constructive relationships with social partners and local stakeholders.
11. In conjunction with the National Programme Manager, 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, Social Partners, and national and international agencies.
12. Provided significant technical inputs into programme activities intended to strengthen policy dialogue, planning and coordination on economic empowerment through MSME development as specified under Pillar 3 in the programme document, including reviews of relevant policies, strategies and legal frameworks; provision of ongoing policy advice drawing on international good practice; strengthening policy dialogue among key stakeholders; and supporting the development of the MSME component of a labour market information system.
13. In association with the ILO Lusaka Office and in the context of longer-term sustainability strategies for the programme, develop capacity of ILO's 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 Lusaka Office and the National Programme Manager, 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 National Programme Manager, disseminate information on programme activities through progress reports and publications, including through knowledge/experience/lesson sharing mechanisms.
16. In conjunction with the National Programme Manager, identify opportunities for new initiatives and engage in programme development, particularly in the context of the UN Delivering as One in Zambia.
17. Other relevant tasks requested by the ILO Director and the National Programme Manager.

### **Experience and skills required**

#### Education:

Advanced university degree in economics, development economics, management and business administration, social science, gender, or a related discipline.

#### Experience:

At least 5 years demonstrated experience in a field related to employment and labour, enterprise development or business partnerships, and demonstrated management expertise of technical cooperation projects related to MSME development; business linkages; employment creation; business development services or local economic development.

Languages:

Excellent command of English is required.

Competencies:

Ability to efficiently plan, deliver and assess programme operations, ensuring the sourcing of quality inputs and the production of quality outputs in a challenging environment. Ability to manage stakeholder relations and develop collaborative relationships with diverse partners including those within the United Nations System, the ILO's social partners in the public and private sectors, local and international private businesses and cooperating partners. Deep understanding of the policy, development and business context in sub-Saharan Africa, particularly Zambia.