



VACANCY ANNOUNCEMENT

VACANCY No:	2009/10
Project Title:	Combating Forced Labour and Trafficking in Jordan
Title of Post:	Project Assistant
Grade of the post:	GS 6
Duty Station:	Amman-Jordan
Duration of Post:	12 months (with possibility of renewal)
Deadline of application:	7 th October 2009

1. Description of Duties:

Under the direct supervision of the National Coordinator and overall supervision of the Declaration specialists in Geneva and Beirut who are backstopping the project on combating forced labour and trafficking in Jordan and under the general guidance of the Regional Director, ILO Beirut, the project assistant will undertake the specific tasks:

Specific duties include:

1. Assist in the implementation of the forced labour and trafficking project and contribute to the overall execution of the ILO Special Action Programme to Combat Forced Labour through the establishment of a work plan.
2. Assist in the timely and efficient provision of inputs and delivery of outputs necessary for the achievement of project objectives.
3. Provide effective administrative support.
4. Assist in organizing the project activities, including research, training, and awareness raising activities.
5. Collect information from records and reports, compile relevant data to the project, and prepare reports on programme and project activities.
6. Contribute to the preparation of reports, project documents and submissions to governments by providing information, preparing tables and drafting selected sections. Participate in project activities and needs identification and prioritization, and assist with technical cooperation project design and workplan development.
7. Prepare background information for use in programme and budget preparations and discussions.
8. Ensure that all reports are submitted on timely basis and are of a high professional standard and in accordance with ILO guidelines.
9. Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports.

10. Prepare recurring reports as scheduled, monthly reports, and special reports as required for budget preparation, audits or other reasons.
11. Prepare detailed cost estimates, and participate in budget analysis and projections as required.
12. Participate in the organization and preparation of special meetings and make all important administrative arrangements and facilities for conducting workshops and seminars.
13. Assist in the preparation of administrative reports and documents such as office or project budgets and maintain administrative records
Carry out other duties as may be assigned.

2. Education:

First level university degree in social science, or development studies or equivalent work experience to the university degree.

3. Experience:

At least six years of progressively relevant work, of which at least one year in programme support activities.

4. Languages:

Excellent command of Arabic and English.

5. Competencies:

Good knowledge of the purpose and functions of the technical programme and the other offices and sectors interacting with the programme. Knowledge of technical data and good administrative skills to provide programming support. Good knowledge of programme planning, implementation and evaluation principles, practices and procedures. Ability to work with word processing and spreadsheet software, as well as computer software packages required for work. Ability to communicate effectively both orally and in writing. Good analytical skills. Knowledge of UN activities and priorities. Knowledge of the office's financial rules and regulations. Good organizational skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy. Ability to integrate different technical activities within one framework.

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CONDITIONS OF EMPLOYMENT

Gross pensionable: JD 14,497 p.a.
Basic Annual Salary: JD 11,744 p.a.

Allowances and benefits

UN Pension Scheme
Health Insurance Scheme
30 working days' annual leave

How to apply

Perspective candidates will be interviewed and may also be required to sit for a written examination. Ability should send their Curriculum Vitae/resume to RECRUIT-ARABSTATES@ilo.org by indicating the above-mentioned vacancy number.

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.

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