



## International Labour Organization (ILO)

The specialized agency of the United Nations to promote opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

ILO together with the Ministry of Labour and Social Welfare (MOLSW) of Lao PDR and social partners will be implementing a regional project on managing cross-border movement of labour in Southeast Asia. The project aims to promote decent employment opportunities at home and abroad through effective labour migration management. To implement this project, the ILO and the MOLSW of Labour are looking for a high caliber candidate (**Lao national with resident in Lao only**) to be based in Vientiane, Lao PDR.

### National Project Coordinator (NO B)

Responsible for managing the overall operation and providing technical advisory services towards the execution on the project to ensure effective provision of inputs and delivery of outputs.

#### Qualifications:

- University degree in economics, management, social science or equivalent in experience;
- At least 7 years of experience with a minimum of 3 years field experience in project management and in implementing programme in the field of labour and employment, human trafficking, migration, and local economic development;
- Excellent knowledge of written and spoken English, as well as drafting skills
- Good networking with governments/non-government organizations and social partners, communication skills and interpersonal relations.

#### Competencies:

- High standards of integrity, professionalism, personal discipline and impartiality;
- Demonstrated ability to initiate and implement technical co-operation projects of international organizations, including negotiations with governments, and social partners;
- Ability to deal with high-ranked officials with tact and diplomacy including efforts to mainstream;
- Sound technical skills in managing integrated provincial projects;
- Ability to train and guide personnel, and counterparts;
- Ability to work independently with a minimum of supervision;
- Good interpersonal skills and ability to work in a team;
- Commitment to gender equity;
- Proficient in computer software (Microsoft Word, Excel, Power Point)
- Familiarity with ILO policies, and United Nations procedures would be an advantage.

The post holder will be based in Vientiane and will hold a 1-year renewable contract with starting monthly salary of US\$845.00.-

### APPLICATION

Please submit your sealed letter of application, together with your CV, and reference at the latest by 5 March 2007 to:

ILO TICW Project Office  
c/o UNDP-Lao PDR  
Kaisone Phomvihane Avenue  
P.O. Box 345  
Vientiane, Lao PDR  
(For endorsement by HR, ROAP Bangkok)

**Both women and men are encouraged to apply. Full job descriptions are available at <http://www.ilo.org/public/english/region/asro/bangkok/japanmb/index.htm>**

## **JOB DESCRIPTION**

### **National Project Coordinator**

Project Title:	ILO/Japan Regional Project on Managing Cross-border Movement of Labour in Southeast Asia
Title of post:	National Project Coordinator
Executing Agency:	International Labour Organisation
Duty Station:	Vientiane, Lao PDR
Starting Date:	2 April 2007
Grade:	National Officer (NO B-level)

### **Introduction**

Globalization has made migration much easier through better communications, dissemination of information through mass media and improved transport, among others. In Asia, the labour migration flows have been gradually shifting from predominantly Middle East to intra-Asian following the robust economic growth of countries in East and Southeast Asia such as Malaysia, Thailand, Singapore, Hong Kong (China) and Taiwan (China), and Korea (Rep.). Nonetheless, migrant workers are still gravely vulnerable to exploitation within their home country of origin and in the country of destinations. With lack of economic alternative and misinformed in home countries compounded with the restrictive migration policy, the irregular migration has been rapidly rising. As these workers have no legal status in the host countries, their rights are subject to frequent abused, putting them at the mercy of unscrupulous agents, employers and officials. The most vulnerable categories migrant workers in Asia are female domestic workers and entertainers, trafficked persons and irregular migrant workers.

In Lao PDR, labour migration to Thailand has been taking place through largely informal channels and there are a number of migration networks based on long-settled communities of Lao migrants who provide information, contacts and assistance in finding employment. The Lao and the Thai Governments also have agreements on certain aspects of labour migration, particularly the orderly sending and repatriation of those migrants.

The activities of the project in Lao PDR will cover six core components, namely, (1) knowledge base and policy research, (2) statistical and information system, (3) national policy and institutional reforms, (4) improved bilateral cooperation, (5) capacity building for good governance of migration process, and (6) effective remittance system and productive investment.

Reporting to the Director of the ILO Bangkok Office through the Chief Technical Adviser of the project, the Programme Officer will work with other national and international experts and be responsible for following up on activities in the field covered by the project.

### **General duties**

- ❖ Support Chief Technical Adviser and ILO Specialists in facilitating a range of capacity building activities of government and local partner organisations, including coordination work with external consultants and logistical arrangements;
- ❖ Coordinate activities of the projects/programmes at both national and provincial levels;
- ❖ Establish congenial relationship with local institutions and other stakeholder in the project areas;
- ❖ Represent the ILO at coordination meetings with Government, social partners and NGOs;
- ❖ Prepare progress reports, outlines and information notes on activities;
- ❖ Mainstream project activities in the government's and social partners' programme; and
- ❖ Support the implementation of various key activities of the project in the provinces;

### **Specific Duties**

1. Prepare workplan and administer the implementation and delivery of project's activities in Lao PDR;
2. Assemble and analyze basic data required for planning and programming of activities of the project, considering different approaches and alternative methods for design of activities;
3. Identify local institutions and other stakeholders dealing with labour migration and assess the needs for capacity building;
4. Prepare proposals for capacity building, awareness raising programme, and specific interventions in the field by the project;
5. Contribute to the development of tools to monitor and report on the progress made on the Local Economic Development (LED) component;
6. Prepare formal presentations informing on the level of accomplishment, including quantitative and qualitative analysis as compared to expected outputs;
7. Prepare briefs, periodical reports and statistical data on the status of project activities;
8. Undertake regular visits to the project sites and provide timely technical support to the implementing partners;
9. Participate in meetings including with other ILO components under the overall programme in the designated province and reinforce the synergy within the LED component;
10. Prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action;
11. Participate in the organization of conferences, seminars, workshops, training sessions and meetings;
12. Participate in the preparation for programme and project evaluation;
13. When requested, brief ILO specialists and other UN officials involved in the UN Joint Programming, and visiting officials and provide relevant information on activities of the project;
14. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material;
15. Provide support on mainstreaming gender into the work of the local economic development and enterprise development components;
16. Mobilize local government and civil society ownership through contributions (financial and in-kind) to ensure sustainability of positive impact of project activities;
17. Establish forum/network to share experience and to influence others in linking programmes for the sustainability of the on-going project in the province; and
18. Perform other duties as may be assigned by the supervisor.

**Education** - First level university degree in development studies, law, economics, management, business administration or social sciences

**Experience** - At least seven years of progressively responsible work experience in a programme management support role, preferably within the small enterprise sector, and experience in conducting training workshops as lead trainer. A UN or NGO experience in this relevant field is an advantage.

**Languages** - Excellent command of both English and Lao language.

**Competencies** - Ability to interpret project information and to identify and analyze problems with implementation. Good training skills. Good drafting skills and ability to communicate effectively both orally and in writing. Good computer applications skills. Organizational skills combined with the ability to take initiative, work individually as well as a member of a multi-cultural team.

**Remuneration** – National Officer Level B of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.