



VACANCY ANNOUNCEMENT
No. 2008 - 05

Post Title:	Monitoring and Evaluation Officer
Executing Agency:	International Labour Organization
Duration:	12 months with possibility of extension
Duty Station:	Dili, with extensive in-country travel
Starting Date:	1 March 2008
Grade:	NO-A

The Monitoring and Evaluation Officer will be a member of a team of national and international experts, headed by the ILO Chief Technical Adviser (CTA) and Liaison Officer for Dili.

He/she will work under the direct supervision of the ILO Chief Technical Adviser and collaborate with other national and international staff of the projects' specialised units and will work closely with the officials of the Secretariat of State of Vocational Training and Employment in carrying out his/her duties and responsibilities.

DUTIES/RESPONSIBILITIES

Overall monitoring and evaluation of the ILO-executed projects and Timor-Leste Decent Work Country Programme

1. Contribute to the development of the overall programme framework, i.e., the Timor-Leste Decent Work Country Programme and annual workplan for ILO Timor-Leste programme and liaising with and supporting technical specialists for different programmatic areas;
2. Assist in the development and review of programme and projects' logical framework;
3. Monitor programme and project progress through monitoring visits; review of government priorities and programme implementation in accordance with ILO guidelines and policies on monitoring and evaluation;
4. Prepare, review, verify, analyze programme and project work plans; progress and final reports and other data for clarity, consistency, and completeness;
5. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution;
6. Identify issues affecting implementation and workable solutions;
7. Contribute to the drafting of progress reports, press releases, outlines and information notes on the ILO programme as and when required;
8. Prepare briefs, periodical reports and statistical data on status of programme/project activities;
9. Act as an interpreter in high-level discussions and other occasion as necessary.
10. Assist the CTA and technical specialists on external relations with Government units;
11. Undertake missions to project sites;
12. Identify programme gaps and opportunities for programme development;
13. Contribute to the management of ILO relations with partner organizations;
14. Brief ILO specialists, project experts, and visiting officials and provide relevant information on programme matters.
15. Perform any other tasks as may be assigned by the ILO Chief Technical Adviser.

EXPERIENCE AND QUALIFICATIONS

Education – First level university in a relevant field such as development, public administration, social sciences, economics.

Experience – Two to three years of professional experience at the national level and/or with international organizations.

Languages – Excellent command of English and Tetun. Knowledge of Portuguese is an asset.

Competencies:

- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Knowledge of the office's financial rules and regulations and/or those of the Timorese Public Sector.
- Familiarity with programme integration concepts, gender mainstreaming, and employment promotion is essential.
- Ability to interpret project and programme information and to identify and analyze problems with implementation.
- Good drafting skills.
- Ability to communicate effectively both orally and in writing.
- Ability to clarify information.
- Good computer applications skills.
- 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 supervise staff.
- Interested in and recognizing the importance of knowledge management in international development programmes and of applying knowledge to own skills base and daily work.
- Ability to deal with conflicting circumstances and negotiate compromises involving local authorities, workforce and contractors.

REMUNERATION

The post is subject to ILO conditions of service and salary scale at NO-A level depending on experience and qualifications.

APPLICATION

Applications should be made to ILO Office in Dili, Timor-Leste, including submitting a complete CV or using UN Personal History Form available on the ILO website at: <http://www.ilo.org/jakarta/job.htm>

Please send your application by email to
assalino@ilo.org

or

by fax to +670-3-313534

Closing date: 12 February 2008

The ILO promotes opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity