



**UN – ISKUR Joint Program
Growth With Decent Work for All:
A Youth Employment Program in Antalya**

Position Information

Job Code Title	UN Joint Program Employment Focal Point (EFP)
Contract Type / Grade	Fixed term appointment / NO A
Duration of Contract	One year initial contract
Duration of Assignment	36 Months
Duty Station	Ankara - Turkey
Supervisor	Joint Program Manager

Background

The overall objective of the Joint Program (JP) is adoption and implementation of employment policies benefiting the most vulnerable groups in the labor market within the context of Turkey's east-west migration. The JP aims to reduce youth unemployment among vulnerable young members of migrant families and increase the participation of young women in the labor force. This will be achieved through improved capacities at national and local levels to design and implement employment interventions for vulnerable communities and young women. A National Youth Employment Action Plan will lay the policy, budgetary and institutional framework for this objective. Results will be the percentage increase in placements of young unemployed into decent jobs; and the percentage of women among them, contributing directly to the realization of the localized MDG targets 1.B and 3.2. The JP will serve as an example to global efforts to link economic growth to decent work creation for those most vulnerable in the labor market.

Job Description

The Employment Focal Point will report to the Joint Program Manager of the JP and also seek guidance from the ILO-Ankara Director. The incumbent will provide operational and administrative support as well as advice and guidance to all aspects of the implementation of ILO components of the JP in particular and, as required, to the overall implementation of JP in general.

The EFP will be responsible for the timely delivery of ILO outputs in accordance with project requirements and for the overall coordination of ILO component of the JP. She/he will take responsibility for the delivery of the necessary groundwork and preparation to facilitate drafting of the National Youth Employment Action Plan, for the capacity-building work with ISKUR and the social partners, as well as for the implementation of active labour policies and programmes targeting youth.

The incumbent will be specifically required to carry out the following operational, administrative, and financial tasks:

- Collect information from records and reports, compile other relevant data, and draft summaries and reports for correspondence. Search and select information to prepare reports, technical papers, project or programme plans and reference documents.
- Prepare background information for use in budget preparations and discussions. Liaise with other agencies' administrative focal points and maintain the budget up-to-date. Ensure that commitments and expenditures are charged to the correct budget line.
- Provide assistance to UN Joint Programme Unit in preparation, implementation and monitoring of project activity plans. Review plans and other project related documents and take appropriate follow up action.
- Liaise with ILO-HQ and other technical experts in the analysis, design and implementation of specific project activities.
- Design, plan and organize conferences, workshops and other events within the context of the project.
- Monitor progress of the ILO component of the JP and support other monitoring and evaluation activities.
- Ensure quality and timely documentation of program implementation, progress and experiences, as well as regular financial and narrative reporting to ILO-HQ, other UN Agencies and donors.
- Any other tasks assigned by UN Joint Programme Team and ILO-Ankara Office.

Education

University Degree in Administrative and Economic Sciences or Social Sciences or related experience gained from previous work.

Experience

- At least 3 years experience and involvement with relevant actors in youth employment issues on a national level.
- Experience in establishing and maintaining formal and informal communication with a variety of partners.
- Experience in the usage of computer applications, word processing, data analysis and spreadsheets using common software.

Languages

Fluency in English and Turkish.

Competencies

- Ability to review data, identify and adjust discrepancies.
- Ability to produce accurate and well documented records conforming to the required standards.
- Strong reporting and drafting skills

- Good organizational skills.
 - Excellent time management skills.
 - Ability to organize own work.
 - Strong interpersonal communication skills.
 - Good stress management skills
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Interested candidates should send their CV with an intention letter in English to the following address no later than 15 May 2009, 17:30 hrs.

International Labour Organization (ILO)
Ferit Recai Ertuğrul Caddesi, No.4, 06450 Oran, Ankara

NO E-MAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

NO PHONE INQUIRIES WILL BE ACCEPTED.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.