The ILO - DWT Office for North Africa is seeking to recruit a highly motivated and qualified candidate for the following position:

**Position:** National Project Officer  
**Grade:** NOA  
**Contract:** Fixed Term  
**Duty Station:** Cairo, Egypt  
**Duration:** One year, with possibility of extension

**INTRODUCTION:**

The ILO is the United Nations’ specialized agency for the world of work promoting social dialogue and decent work for all.

Under the U.S. - Egypt Higher Education Initiative, the ILO will support University Centers for Career Development (UCCD) in 12 Egyptian public universities in Greater Cairo, Upper Egypt and the Delta region. The UCCD will improve the long-term capacity of Egyptian public universities to assist students in their transition from college to work.

To ensure effective project implementation in Egypt, the ILO will appoint a National Project Officer for 12 months at 100%. The position is located in the ILO DWT/CO Cairo. The incumbent will perform National Project Officer’s tasks and will work in close collaboration other related programmes/projects of the ILO DWT/CO Cairo as required.

This is a Technical Cooperation position, and therefore the recruitment process falls outside Annex 1 of the ILO Staff Regulations. Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of the renewal or conversion to any type of appointment in the Organization. The appointment will be for 12 months. Appointment and extension is subject to availability of funding.

The National Project Officer will work under the general supervision of the Director of the ILO DWT/CO Cairo. S/he will report to the Senior National Project Officer and will receive technical guidance from the Skills Specialist and the Employment Specialist in ILO DWT/CO Cairo, and from Specialists at the Employment Policy Department at ILO HQ. S/he will also monitor External Collaborators engaged by the project in Egypt.

**MAJOR DUTIES:**

1. Actively contribute to improving institutional capacities of UCCDs to collect, manage, analyse and disseminate labour market information for university students and graduates, and make UCCD services accessible for persons with disabilities.
2. Prepare terms of references for external collaborators and subcontractors, identify consultants, guide and assess their work. Supervise admin/finance support staff if required.
3. Participate in conferences, seminars, workshops, training sessions and other project events organized by project partners. Speak on behalf of the ILO when attending these meetings alone.
4. Review and support the development of tools and publications on good practices prepared in the framework of the project.
5. Establish and maintain strong working relations with the UCCD staff, ILO’s tripartite constituents and other relevant stakeholders in Egypt working on labour market information, the Ministry of Higher Education’s Labour Market Observatory, and organizations of persons with disabilities.
6. Prepare draft reports and presentations on research findings and recommendations for the consideration of ILO technical specialists and project stakeholders. Contribute creative ideas for project effective implementation, organize consultation meetings, incorporate comments in the reports, and follow-up with agreed actions. Prepare briefs and background information, periodical reports, subject matter related technical reports and statistical data on project activities.
7. Follow-up with the relevant department at HQ and the DWT/Cairo, executing agencies, ILO constituents and relevant organizations to expedite implementation and meet targets. Undertake missions to project sites, independently or accompanying other officials.
8. Assist in the programming and control of project resources; prepare budget estimates and expenditure forecasts by analyzing and monitoring the situation of resources as compared to planned activities and making recommendations for remedial action.
9. Collaborate with other programmes of the Office to identify and take advantage of opportunities for enhanced programme synergy and improved outcomes.

REQUIREMENTS

Education: A university degree in management, social sciences, law, economics, human resources, or other related studies is required. An advanced degree would be a significant asset.

Experience: At least one to two years’ experience in implementation of technical cooperation projects, and/or policy research in areas such as labour markets, labour market information, employment services, youth employment and inclusion of persons with disabilities. Familiarity with the mandate and the tripartite structure of the ILO would be an advantage.

Languages: Excellent written and verbal command of both English and Arabic languages. Proving experience of drafting research reports and making presentations effectively in both languages.

COMPETENCIES:

The role particularly requires competencies in stakeholder and partner engagement and relationship management, project management and conducting research, including strong analytical and communications skills. More generally, it requires competencies and values in integrity and transparency, sensitivity to diversity, orientation to learning and knowledge sharing, client orientation, orientation to change, taking responsibility for performance, quality orientation and collaboration.

Relevant research competencies include reviewing literature, analysis and presentation of information, conducting workshops and preparing reports in presentation and written format. Relevant domains of knowledge and expertise include labour markets, labour market information, rights of persons with disabilities, human resource development, employment services and business relations.

In addition to the above the following competencies are required: Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects. Excellent drafting skills. Ability to communicate effectively both orally and in writing. Excellent analytical skills. Ability to justify requirements and approaches to problem resolution, and ability to negotiate. Good computer applications skills. 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.

In addition, the following competencies would be advantageous: Good knowledge of programme and budget, project formulation, administration and evaluation techniques and practices. Good knowledge of the role and operations of UN system activities for development. Knowledge of the office’s financial rules and regulations. Knowledge of office-wide activities and priorities.

DUTY STATION AND REMUNERATION

The position will be based in Cairo. The ILO offers a competitive remuneration package in accordance with the United Nations common system of salaries, allowances and benefits.

The Office reserves to itself the right to appoint candidates at a level below the level of the advertised post depending on their experience.

Assessed candidates who will be considered as appointable but not selected for this position can also be offered to be assigned another temporary position at the same or at a lower grade provided that said candidates possesses the minimum qualifications for this position.

APPLY TO

Cover letter and updated CV must be submitted via the e-mail: hrcai@ilo.org quoting the job title and the vacancy number.

Only those candidates that are short-listed for interviews will be notified.

Deadline for submitting applications: 20 November, 2017