



VACANCY ANNOUNCEMENT

VACANCY No:	2018/1
Position Title/type:	National Project Coordinator - Programme Officer (DC)
Grade of the post:	NOB
Contract Type:	Fixed-Term appointment
Duty Station:	Beirut - Lebanon
Duration of Post:	12 months (Renewable)
Organization unit:	Regional Office for Arab States
Deadline of application:	20 February 2018

The position is located within the Regional Programming Unit of Regional Office for the Arab States (ROAS), serving 11 Arab countries and the occupied Palestinian territory. The Regional Programming Unit (RPU) provides support in the following four areas, which are at the core of ILO Results Based Management (RBM) principles and programming cycle: programming and strategic planning, resource mobilization and management, monitoring and evaluation and knowledge management.

ROAS has seen an exponential growth in Development Cooperation (DC) projects and programmes over the last 5 years, and the incumbent is responsible for undertaking a wide range of programming support functions to ensure the timely delivery of the overall programme of the Regional office for Arab States, in alignment with regional and national priorities and development plans, and in conformity with ILO rules and regulations, with a particular focus on the delivery of the DC portfolio.

The incumbent works under the supervision of the Chief, Regional Programming Unit (C/RPU), and backstops programmes in close collaboration with the Decent Work Team, project staff, the regional Administrative services and various departments at ILO HQ.

1. Duties and responsibilities:

- 1) Review and analyse country specific development plans and priorities, socioeconomic data, reports and other relevant information; identify potential development cooperation project areas and provide written analysis on the findings.
- 2) Contribute creative ideas for programme/project development and serve as national programme advisor to the Directorate and draft portions of programme and budget proposals, project proposals, programme background, country strategy papers, objectives, project reviews and evaluation. Monitor progress of ILO programmes,

projects and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.

- 3) Identify problems, propose solutions and action and follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
- 4) Provide programming and administrative support to programmes and projects in areas of responsibility.
- 5) Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of programme/project activities.
- 6) 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. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
- 7) Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of resources as compared to planned activities and making recommendations for remedial action.
- 8) Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
- 9) Handle fellowship programmes for specific projects, analyze and evaluate relevant budgets, objectives and activities, and initiate action as required.
- 10) Participate in the preparation of conferences, seminars, workshops, training sessions and meetings. Represent the Office in various fora, under the Guidance of the Chief, Regional Programming Unit (C/RPU).
- 11) Serve as public relations liaison and relations officer of the office and promote ILO activities. Draft, edit in, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material.
- 12) Plan, organize and facilitate consultative meetings, seminars and workshops. Act as interpreter and participate in policy dialogue and technical consultations. Draft speeches and address meetings on behalf of the ILO.
- 13) Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
- 14) Undertake missions to project sites independently or accompanying other officials.
- 15) Supervise the work of support staff and junior national officer staff, as necessary.
- 16) Participate in negotiations with key stakeholders to discuss project definition, scope and funding requirements. Maintain partnerships with donors and other key stakeholders

throughout project implementation. Seek opportunities to build and enhance partnerships with a range of stakeholders and participate in resource mobilization activities.

17) Perform other duties as may be assigned by the supervisor.

2. Qualifications requirements: education, language, experience and competencies.

Education:

First level university degree in economics, political or social sciences, public administration or another relevant field. An advanced university degree in one of the above fields is an advantage.

Language

Excellent written and spoken command of English and Arabic. Good knowledge of one of the other working language of the ILO is an advantage (i.e. French)

Experience:

A minimum of three years of professional experience in programme and/or project planning, monitoring, implementation and evaluation activities. Working experience within a UN agency, other international organization or non-governmental organization in the areas of development cooperation is desirable.

Competencies:

Good knowledge of programming and RBM principles and concepts, 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. Demonstrated ability to manage development co-operation projects of international organizations. Knowledge of office-wide activities and priorities. 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. Ability to establish and maintain effective working relationships with key stakeholders. 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. Ability to supervise staff. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: LL 121,037,000 p.a.

Basic Salary: LL 94,897,000 p.a.

Allowances and benefits

UN Pension Scheme

Health Insurance Scheme

30 working days' annual leave

Family Allowance

How to apply

Perspective candidates will be interviewed and may also be required to sit for a written examination. Applicants 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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