Vacancy Notice No.: TC/ILJoC/PO/Nov-15

Organisational Unit/Department: ILO Country Office for Bangladesh

Technical Responsible Unit/Department: Governance and Tripartism

Technical Cooperation Programme: Implementation of the Bangladesh Compact

Centralised or Decentralised Project: Decentralized Project

Position (Title): Programme Officer

Proposed grade: NO - B

Duty Station: Dhaka, Bangladesh

Type of contract: Fixed Term

Source of Fund: Subject to availability of funding

Duration: One year (with possibility of extension)

Introduction

The International Labour Organization (ILO) is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

The Ready-Made Garment (RMG) is a strategic sector for the Bangladesh economy, with an estimate of 3,500 export factories in operation, providing a source of employment for over 3.5 million workers, mostly women. The share of garments in total export increased from 53 percent in FY95 to 79.6 percent in FY13, reaching a historic high of US$ 21.5 billion in exports, which makes Bangladesh the world’s second-largest exporter. 60 percent of export contracts of western brands are with European buyers and about 30 percent with North American buyers. Only 5 percent of textile factories are owned by foreign investors, with most of the production being controlled by local investors.

The ILO has been actively engaged with its constituents to promote Decent Work in Bangladesh. The ILO support to date has allowed it to play a central role in assisting the constituents in developing a response to recent garments sector tragedies and towards upgrading of the RMG

industry as a whole. This has resulted in the National Tripartite Plan of Action on building and fire safety in garment industry (NTPA), and the ILO has been implementing several projects to support it.

In order to spur policy changes by the Bangladesh government, the European Union (EU) launched the “Compact for Continuous Improvements in Labour Rights and Factory Safety in the Ready-Made Garment and Knitwear Industry in Bangladesh” (the compact) adopted on July 8, 2013 as a joint initiative of the EU, the Government of Bangladesh and the ILO, accompanied by employers, trade unions and other key stakeholders, to which later, on July 19, 2013 the US government associated itself. The Compact builds upon the NTPA and assigns an important coordination and monitoring role to the ILO.

To fulfil the coordination and monitoring role, the ILO is implementing a project, “Implementation of the Bangladesh Compact”. The project focuses on 1) advancing and reviewing progress in implementation of the Compact commitments and 2) identifying unmet needs of Bangladesh that would require additional assistance to implement Compact commitments. The project is inter linked with the overall ILO intervention in the RMG sector in Bangladesh, including, in particular, the following technical cooperation projects: 1) Promoting Fundamental Principles and rights at Work in Bangladesh, 2) Promoting Workers’ Rights and Labour Relations in Export Oriented Industries in Bangladesh, 3) Improving Working Conditions in the Ready-Made Garment Sector of Bangladesh, 4) Improving Fire and General Building Safety in Bangladesh, and 5) Better Work Bangladesh.

**Guidance and Supervision:**

Under the guidance and supervision of the Director of ILO Country Office, the Programme Officer will contribute to the implementation of the project in the areas of his/her competence. He/she needs to work closely with the above-listed ILO technical cooperation projects which are interlinked with this project, among other relevant ILO interventions.

**Generic duties**

1. Review and analyse country specific development plans and priorities, socio-economic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to management.

2. Contribute creative ideas for programme/project development and serve as senior 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 to management 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. Speak on behalf of the ILO when attending these gatherings alone. Serve as a focal point for selected technical subjects and attend meetings, workshops and inter-agency meetings, and present reports and papers.

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.

16. Perform other duties as may be assigned by the supervisor.

Specific Duties:

- Design the master monitoring framework, including the Performance Plan and Data Collection Plan.
- Review the project log frame and prepare an annual work plan for the project.
- Prepare regular technical progress reports that will be submitted to the EU ahead of the quarterly meetings.
- Liaise with concerned tripartite bodies and other partners/stakeholders to obtain additional information for the progress reports as necessary.
• An updated work plan will be submitted together with the technical progress report.
• Proactively take lead or assist in the organization of conferences, seminars, workshops, training sessions, meetings, field visits, and surveys etc. as may be needed for the successful implementation of the project.
• Maintain coordination and contribute to the promotion of teamwork among the ILO interlinked projects and programmes.
• Provide inputs to budget preparation, cost estimates, expenditure control and project revisions.
• Perform other duties as may be assigned by the supervisor.

Qualifications and requirements:

Education: University Degree in social sciences, international development, law or relevant field.

Experience: Three years of professional experience at the national level in the areas of labour rights, working conditions, labour inspection, preferably with an international organization.

Languages: Excellent command of English and Bangla.

Competencies - 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. 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. Ability to supervise staff.

Job Specific competencies and skills:

• Demonstrated skills and experience to work with a variety of stakeholders and partners including trade unions and employers, along with donors.
• Ability to work with government and social partners on labour standards and occupational safety and health and workers welfare issues.
• Proven orientation and technical skills to obtain, manage and share data, information and knowledge from different sources, for the defined purpose/targeted audience.
• Seven years of experience and demonstrated skills in results-based monitoring and reporting in the projects for social, economic human development and/or for labour rights, will be an added advantage.