

**Vacancy Notice No: 2015/002**

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Position title : National Project Coordinator

Positions : 1 (One)

Grade : NO B

Contract type: Fixed-term

Duration : 1 year with a possibility of extension

Duty station : Kathmandu

Date : 04 February 2015

Deadline for Application: 20 February 2015

The International Labour Organization (ILO) is the United Nations specialized agency devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities for all including for migrant workers, enhance social protection and strengthen dialogue in handling work-related issues.

Background

The Government of Nepal has taken important initiatives and established 14 Employment Service Centres (ESCs) under the Department of Labour, as an effort to meet the pressing need of providing quality employment services and labour market information to job seekers, enterprises and concerned labour market actors. However, DOL is facing a number of critical challenges in its attempt to develop the dynamics of its centres and its services into becoming effective and client oriented. The main challenges are essentially threefold:

- The services currently provided by the newly established Centres are limited to registration of job seekers. All 14 Employment Service Centres still require infrastructural investments, additional staff and a comprehensive programme focussing on capacity development initiatives.
- Noting the financial, technical and human capacity constraints, the Department of Labour may not be able to meet the pressing need of providing quality employment services and labour market information to job seekers, enterprises and concerned labour market actors which are vital to enhance labour market efficiency, reduce decent work deficits, and pursue a more socially –inclusive model of development.
- In order to be relevant the Employment Service Centres (ESCs) have to regularly update their labour market information systems and closely synchronise data exchange and analysis with Council for Technical Education and Vocational Training (CTEVT) which has provided

affiliation to number of vocational training institutions in the country. Further, CTEVT needs to take full advantage of the data and analysis generated by the DOL and include this critical information as part of the decision –making process to design and customize vocational training programmes which would promptly respond to the needs of industries and effectively address skills gaps of job seekers.

As of today, there are 14 ESCs out of which 10 are situated within the District Labour Offices, (DLOs), two are linked to skills development centres (run by the MoLE) and another two are independent. There is a Government of Nepal endorsed guideline for the operation and management of the ESCs which delineates the structure as well as the responsibilities of the centres in reaching the target beneficiaries.

A total of three staffs are deployed in each of these centres consisting of a computer operator, office assistant, and an outreach staff. The ESCs aim to be a ‘one window’ centre, e.g. a space where employers report on available jobs and job-seekers seek employment opportunities. The main objectives of the centres are to collect information of the unemployed and to assess/understand the situation of unemployment in the labour market; to explore the opportunities for employment; to facilitate the flow of market related information and facilitate simple and effective access to information on labour market; and to minimize the gaps between the demands and supply.

However, due to issues of capacity, the ESCs have not been able to live up to this mandate. While they collect and keep records of those unemployed, they have very limited contacts with employers and are consequently not able to link job seekers to job opportunities. While recognising the weaknesses in the ESCs, the ESC model provides a great potential.

The Labour Market Information and Employment Services (LIFE) (NEP/15/50/ROK) Project will assist MoLE to improve the quality of employment services through strengthened client orientation and capacity building of employment service centres and their officials. Appropriate methodologies, tools and guidelines will be developed with the constituents-GON, Employers and Workers’ Organisations to improve the collection and dissemination of labour market information and skill indicators, and the knowledge sharing under the ILO South-South cooperation.

The Project will carry out a wide range of activities including on-the-job training, coaching, specific capacity development workshops, study tours and immersion programmes to enhance the knowledge of employment services. Activities will also be implemented to support increased collection and use of skills indicators, which will include developing mechanisms to interface operational systems.

Generic duties and responsibilities

Under the overall supervision of the ILO Nepal Country Director, the National Project Coordinator (NO-B) will be responsible for the coordination and implementation of the activities of the LIFE Project in Nepal. He/she will work in close collaboration with the CO-Kathmandu Programme Officer in charge for technical backstopping, the staff of other ILO Nepal projects and Admin/Finance Unit, and with relevant DWT New Delhi specialists to facilitate the highest technical integrity of the project outputs, as identified in the Project Document.

1. Plan, lead, supervise and monitor the work of the project team, assuming full responsibility for project implementation, delivery of outputs, and attainment of objective. Identify any problems or constraints, and identify and implement appropriate remedies.

2. Assume full responsibility for project financial management, control and reporting of expenditures, in conformity with ILO procedures and in close collaboration with CO Kathmandu.
3. 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.
4. Contribute creative ideas to the implementation of the project and ways to address related issues;
5. Keep up to date with other employment, migration and labour market information related activities in the ILO and with other United Nations partners and attempt to identify synergies.
6. Monitor progress of ILO by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness; Prepare briefs, periodical reports and statistical data on status of the project activities.
7. Serve as part of the technical team responsible for the monitoring and evaluation of the project.
8. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
9. Provide programming and administrative support to project (and other programmes in the ILO Kathmandu office) in areas of responsibility.
10. Ensure adequate technical coordination with the DWT New Delhi and communicate regularly via skype/phone/email/conference with the relevant specialists.
11. Follow-up with relevant executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
12. Assemble and edit basic data required for planning and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution; consider project partners' suggestions and needs in updating activities and work plan.
13. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
14. 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.
15. Take the lead, coordinate and participate in the organization of conferences, seminars, workshops, training sessions and meetings. Serve as a resource person to the project's partners and during conferences, seminars, workshops, training sessions and meetings.
16. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on employment services and labour market information issues and other project matters.
17. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
18. Contribute information (news, project updates) to the various ILO knowledge sharing platforms (ILO website, ILO Kathmandu website, Asia-Pacific Knowledge Sharing Platform)
19. Undertake missions to project sites independently or accompanying other officials.

20. Supervise the work of support staff.

Specific duties:

1. Under the supervision of the ILO Nepal Country Director and in close consultation and collaboration with the ILO Nepal Programme Officer backstopping the project, draft terms of reference for consultants and monitor the work of the consultants to ensure timely output.
2. In collaboration with ILO ADMIN/FINANCE Unit, prepare procurement plans for equipment/ furniture and services for project implementation; agree on procurement process; and arrange the procurement of goods and services such that the project implementation is not delayed
3. Coordinate and liaise with stakeholders, national and non-government organizations in order to facilitate project implementation.
4. Support training activities and identify training material to the national context for capacity-building and knowledge sharing.
5. Participate in the development of project research and publications.
6. Perform other duties as may be assigned by the supervisor.

Qualifications requirements:

Education : University degree in economics, international development, law, social anthropology, political science or a similar discipline.

Experience : At least three years' relevant national experience, ideally in a leadership position. Knowledge and working experience with national vocational and skill institutes and training service providers is an added advantage. Experience in employment generation projects and programmes; knowledge sharing and institution development is required. Familiarity with ILO or other UN agencies is desirable, and/or with employers' and workers' organisations.

Languages : Excellent knowledge in communicating in English and good knowledge of another official language of the duty station.

Competencies : Good knowledge of programme and budget, project administration and evaluation concepts and procedures. Knowledge of the office's financial rules and regulations. Knowledge of office-wide activities and objectives. Ability to interpret project 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. 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.

Submission of Application: Interested candidates may submit their application addressed to the Director, ILO Office in Nepal, Dhobighat-Nayabato, Lalitpur, P.O. Box 8971, marked "Confidential", a copy of your CV, reference(s) and contact telephone number(s). Please mark the right-hand corner of the envelope the VA number and post you are applying for. Or by email to KTM_HR@ilo.org indicating in the subject line, the VA number and the title of the post.

Your application should reach the office at the latest by **Friday, 20 February 2015**

Only short-listed candidates whose applications correspond to the set criteria will be contacted for a written test.

Any form of canvassing, soliciting or influencing will be treated as disqualification.
Female candidates are encouraged to apply

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