



Vacancy Notice No: 2015/003

Vacancy No : 2015/003

Position title : Advocacy Officer

Positions : 1 (One)

Grade : NO A

Contract type: Fixed-term

Duration : 1 year with a possibility of extension

Duty station : Kathmandu

Date : 26 March 2015

Deadline for Application: 10 April 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.

A. Background

The International Labour Organization (ILO) is implementing a project on Advocacy for Rights and Good Corporate Governance (UNNATI-Inclusive Growth Programme in Nepal) to contribute to Inclusive Growth Programme in Nepal to promote sustainable, inclusive growth that reduces poverty and raises living standards in the country through targeting three value chain tea, ginger and dairy; and will operate in the seven districts namely Illam, Panchthar, Dhankuta, Sankhuwasabha, Tehrathum, Taplejung and Bhojpur. The Inclusive Growth Programme has been divided into three components: (1) The Value Chain Component; (2) Infrastructure Component for sustained improvements of rural infrastructure; and (3) Enabling Environment Component-for sustained improvement in the enabling environment. The project is part of the Enabling Environment Component, and falls under sub-component 3.2: Advocacy for responsible business development. The project supports private sector organizations (PSOs) and other organizations interested in private sector development to conduct evidence-based advocacy and lobbyism activities and to support initiatives addressing responsible business issues including the Global Compact principles, corporate governance and inclusive economic development related human rights issues.

The Advocacy Officer will assist National Programme Coordinator (NPC) to the development and implementation of the project activities as described in the project document and ensure high quality, accuracy and consistency of work. He/she will assist and support the NPC in coordination, work planning, reporting, partner liaison, networking and communication. The Advocacy Officer will support and provide technical assistance to institutionalize Advocacy

Challenge Fund packages. The incumbent will be required to undertake regular visits to the field to understand the ground situation and take necessary actions for improvement of quality of interventions.

B. Reporting lines:

Under the guidance of the Director of the ILO Country Office and direct supervision of National Programme Coordinator, the Advocacy Officer will be responsible to perform a variety of technical and programmatic functions including development of technical documents, gathering of data/information management, preparation of reports development of knowledge products, and support to implementation of project.

He/she needs to work closely with ILO specialists and technical cooperation projects which are interlinked with this project, among other relevant ILO interventions.

C. Main duties and responsibilities:

General duties-25%

- 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.
- 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.
- Follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.

- Provide programming and administrative support to programmes and projects in areas of responsibility.
- Prepare briefs, periodical reports and statistical data on status of programme/project activities.
- 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.
- 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.
- Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
- Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
- Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
- Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
- Undertake missions to project sites, normally accompanying other officials.
- Supervise the work of support staff.
- Perform other duties as may be assigned by the supervisor.

Technical duties-75%

- Support the National Programme Coordinator in the formulation of strategic approaches to programming, coordination and implementation.
- Organize, coordinate, monitor and provide technical backstopping support to the activities of project and partners in relation to the programme/plan activities.
- Draft technical papers include issues papers, advocacy proposals, meeting plans and reports, surveys, presentations, talking points and reports.
- Represent the team in follow-up meetings with partners, conveying the perspective of ILO and ensure that concerns of the partners are handled in a mature and professional way.
- Preparation of Request for Quotation, Initiations to Bid, Requests for Concept Note/Proposal.
- Ensure that routing copying and circulation of quotes, bids and proposal for evaluation circulated through relevant means.
- Build, maintain and manage long-term relationships with partner organization(s) as assigned.
- Generate a pipeline of projects sufficient to ensure real competition for the funds and the opportunity for all funds to be disbursed to deserving projects.
- Ensure all necessary steps are taken to effectively manage and measure Advocacy Challenge Fund impact.
- Guide PSOs to respond appropriately to calls for Concept Notes (CNs), including providing assistance in ensuring proposals are evidence based and gender sensitive.
- Preparation and process of all applications packages of Advocacy Challenge Fund for the consideration of the Assessment Panels, including performance of basic due diligence.
- Receive and process all CNs and presenting these to the bodies responsible for awarding grants (i.e. the Assessment Panels), provide all the information to the Panels and ensure they have required to determine which applicants merit grants, and inform applicants of the Panel's decisions on CNs.
- Support in contract negotiations with successful applicants, disbursement of funds to grantees and maintain detailed database of all contracts and records on performance of fund, as compared to agreed purpose, and properly supervise projects so that any performance problem or breaches of contract are identified as soon as possible.
- Assist the implementing partners to develop action programme and provide substantive input and backstopping of the activities in accordance with the work plans. Identify technical assistance needs and assist in coordinating project implementation.
- Maintain coordination and contribute to the promotion of team work among the ILO interlinked projects and programmes.
- Provide technical services and support capacity building and knowledge sharing through training materials, guidelines, etc.
- Ensure effective coordination with partner organizations and project beneficiaries.
- Coordinate training, fellowship and awareness raising activities among stakeholders and target beneficiaries.

D. Qualifications requirements:

Education –First level university degree in a relevant field.

Experience –At least two years of professional experience at the national level in the occupational area.

Languages – Excellent command of communication in English and Nepali, both oral and written.

Competencies- 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. 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.

E. 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, 10 April 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

ILO has a smoke-free environment