

**Vacancy Notice No: 2015/006****Vacancy No :** 2015/006**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 :** 18 November 2015**Deadline for Application: 30 November 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.

At its November 2014 Governing Body, the ILO set out its strategy for the follow-up to the adoption of the Protocol and Recommendation on supplementary measures for the effective suppression of forced labour. The overall vision for this strategy is that by the time the ILO celebrates its 100th anniversary in 2019, forced labour will no longer persist at the current scale (estimated at 21 million). The objective is hence to effectively eliminate traditional and state-imposed forced labour systems and to significantly reduce contemporary forms of forced labour, which are often linked to human trafficking.

The ILO seeks to recruit a National Project Coordinator to manage activities in Nepal under the Bridge project with a focus on global action against forced labour. The project, which is funded by the US Department of Labor (US-DOL) and will be implemented over a period of four years in three priority countries (Nepal, Mauritius and Peru).

This would emancipate millions of people who are the least protected and poorest, and who often work in the informal economy. The realization of this vision requires political will and determination, which ILO constituents have already expressed through their overwhelming support for the adoption of the two new instruments.

If widely ratified and implemented, the Protocol and Recommendation can act as catalysts in turning the vision of a world without forced labour into reality. This project aims to put the follow-up strategy into practice through five inter-related outcomes:

- (1) Increased knowledge, awareness, and implementation of the Protocol and Recommendation;
- (2) Improved evidence-based and responsive national policies and action plans on forced labour with strong implementation, monitoring, and enforcement mechanisms;

- (3) Enhanced efforts to collect reliable national statistics in order to carry out research and share knowledge across institutions at national, regional, and global levels;
- (4) Strengthened workers' and employers' organizations to support the fight against forced labour in partnership with other interested parties; and
- (5) Strengthened awareness and livelihoods programs to prevent forced labour and to provide victims with access to remedies.

The project, by working globally, as well as in three priority countries, will advance and provide a concrete grounding to this strategy. It aims to harness and build on the momentum that led to the adoption of the Protocol and Recommendation and to foster an understanding of their effective implementation at both the global and national levels.

A. Reporting lines:

Under the overall supervision of the ILO-Kathmandu Director and guidance of the Project director based in Geneva, the **National Project Coordinator in Kathmandu** will substantively support the implementation and coordination of the BRIDGE project activities in Nepal. The National Project Coordinator will work in close collaboration with ILO Geneva; relevant DWT India and CO Kathmandu officials particularly with the Programme Officer in charge for technical backstopping and Administrative & Finance Officer; and the staff of other ILO projects to facilitate the highest technical integrity of the project outputs, as identified in the Project document.

B. Main duties and responsibilities:

- Plan, lead, supervise and monitor the work of the BRIDGE project in Nepal, assuming full responsibility of the project implementation, delivery of outputs, and attainment of objectives. Identify problems or constraints, and identify and implement appropriate remedies.
- Assist the implementation partners to develop implementation agreements and provide substantive input and backstopping of the activities in accordance with the project workplan. Identify technical assistance needs and assist in coordinating project implementation.
- Conduct supervision of funded partners to ensure implementation remains in accordance with contracted purpose.
- Properly supervise projects so that performance problems or breaches of contract are identified as soon as possible.
- Contribute creative ideas to the implementation of the project and ways to address forced labour related issues;
- Keep up to date with other forced labour, trafficking and migration related activities in the ILO and with other United Nations partners and attempt to identify synergies.
- Monitor progress of the project 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.
- Serve as part of the technical team responsible for the monitoring and evaluation of the project.
- Ensure adequate coordination for timely exchange of financial, technical and administrative data with the project team based in South Asia; participate actively in the periodical/weekly coordination meeting of the project via skype/phone conference with the South Asia team.

- Follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
- Assemble and edit basic data required for planning and negotiation of the BRIDGE 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 plans.
- Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
- Prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of planned activities of the project and making recommendations to management for remedial action.
- 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.
- Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on forced labour issues and project matters.
- Draft, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
- Contribute information (news, project updates) to the various ILO knowledge sharing platforms (ILO website, ILO Kathmandu website, Asia-Pacific Knowledge Sharing Platform)
- Undertake missions to project sites, independently or accompanying other officials.
- Under the supervision of the project director based in Geneva, draft terms of reference for consultants and monitor the work of the consultants to ensure timely output.
- Coordinate and liaise with stakeholders and line ministries to facilitate project implementation.
- Support training activities and identify training material to the national context for capacity-building and knowledge sharing.
- Participate in the development of project research and publications.
- Coordinate with Administrative & Finance Officer to prepare procurement plans for equipment, furniture and services for project implementation.
- Supervise the work of staff under the project.
- Perform other duties as may be assigned by the Director.
- Provide capacity building as needed to specific partners in adopting improved systems for data collection and monitoring.

Qualifications requirements:

Education – University degree reflecting expertise in areas relevant to this project, such as labour law, public policy, sociology, social work, and project management

Experience – At least three years relevant national experience, ideally in a leadership position of contributing to the implementation of project activities and contributing to project management and administration (including preparation and submission of required technical and financial reports). Experience working with projects addressing issues of forced labour and/or other labour issues.

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.

C. 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 **Monday, 30 November 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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