Call for Candidature

Vacancy No.: 2011/01
Date Issued: 04/02/2011
Closing Date: 18/02/2011

For the information of: UNDP, WHO, UNFPA, FAO, UNHCR, UNICEF, IOM, WFP, ILO Staff and external applicants

Post title: IPEC Provincial Coordinator
Post grade: General Services Level 7
Project title: Towards a Child Labor-Free Philippines: Supporting the ‘Philippine Programme Against Child Labor’ in Building on Past Gains and Addressing Challenges
Donor: United States Department of Labor
Duty station: Catarman, Northern Samar
Date required: 01 April 2011
Terms of appointment: Fixed Term (12 months)

1. Background

The International Programme on the Elimination of Child Labour (IPEC) is a technical assistance programme of the International Labour Organization. IPEC operates within the framework of ILO Conventions No. 138 on Minimum Age and No. 182 on the Worst Forms of Child Labour. IPEC is operational in over 80 countries worldwide and supported by more than 30 donors. Its long-term objective is the effective abolition of child labor. In the short and medium term, IPEC aims at assisting member States in designing and implementing policies and programmes which would help them design and implement time-bound measures to eliminate the worst forms of child labor. The Programme also aims at heightening the awareness of member States and the international community on the problem of child labor and assists them in implementing the relevant international labor conventions.

As an integral part of the ILO Decent Work Country Programme in the Philippines, IPEC will implement a new four-year project on Towards a Child Labor-Free Philippines: Supporting the ‘Philippine Programme Against Child Labor’ in Building on Past Gains and Addressing Challenges (hereafter referred to as the Project).

The Project adopts four strategic components that address major gaps in the fight against child labor:

i. Knowledge management component: improved information on child labor will feed into national and local child labor policy and programme design, implementation and evaluation;

ii. Effective partnerships component: clearer mandates and responsibilities among the national and local child labor committees and improved capacities of social partners for policy development, enforcement and child labor monitoring;

iii. Area-based services component: more effective models to withdraw working children and prevent children at-risk from working are developed, piloted and documented;

iv. Sustainability component: the child labor agenda is made an integral part of national development frameworks and local development programming; with local governments supported in coordinating resource allocations for child labor action.

The Project is based in Manila (Makati City), with field-level activities implemented in the provinces of Quezon, Masbate, Northern Samar and Bukidnon. The project collaborate with the ILO’s constituents (Government agencies and Employers’ and Workers’ Associations), NGOs, academic institutions, and other civil society organizations.
2. **The Position**

The Provincial Coordinator-Northern Samar forms part of the IPEC Project Team. He/she will manage and coordinate activities of the Project in the province, including assisting the Local Government Units, particularly the provincial/municipal chief executives and their officers in strengthening their capacity to coordinate and monitor all anti-child labor initiatives. As such, he/she is also expected to perform the following duties:

**General Duties**

1) Provide support in the monitoring and implementation of action programmes and projects and coordinate direct targeted interventions on child labor. Involve in the development of Action Programmes (AP) in close consultation with the partners, coordination with the implementing agency, overall monitoring of implementation and necessary coordination with the relevant stakeholders.

2) Participate in the formulation and negotiation of action programmes. Assemble data required for preparing draft Action Programme proposals, including different approaches and alternative methods for AP design, problem identification and problem resolution within the parameters set out in the project document and in the IPEC Programme Operations Manual.

3) Keep abreast of, and provide briefings on procedures and internal and external guidelines regarding project design and evaluation, programming and technical support services and activities. Examine proposals to ensure compliance with established procedures, compile comments and follow up on funding and selection.

4) Monitor the financial management of action programmes and projects, analyze relevant resources and activities. Ensure that allocations are provided and utilized in accordance with the approved budgets. Prepare budget estimates and expenditure forecasts and keep records of expenditures and allocations.

5) Participate in the preparation of implementation reports, medium-term plans and reports, and technical progress reports and budget proposals by drafting selected sections and prepare statistic data on the status of programme and budget tables as required.

6) Review and analyze programme and project related documents and reports, maintain a reference system for these documents, and follow up on future programmes and actions.

**Specific Duties:**

7) Collaborate closely with the IPEC Project Manager, the Senior Programme Officer, and the Monitoring and Evaluation Officer to mainstream child labor into local policy and programme development as well as to ensure programming support and administrative backstopping for implementation of the national advocacy strategy and other direct targeted interventions in the province.

8) Conduct regular monitoring visits to review the progress of implementation and make necessary adjustments in the strategies and provincial workplans. Follow-up on matters of urgency and coordinate with relevant units and partner agencies.

9) Establish and interact with relevant agencies, partner agencies and stakeholders. Maintain liaison duties for strengthening implementation and networking set-up.
10) Participate in seminars, workshops, trainings and meetings on child labor and education issues.

11) Serve as a focal point for selected technical subjects and attending relevant inter-agency meetings to promote ILO policies regarding child labor.

12) Draft, and translate news releases, official correspondence, statements and speeches and other public information materials into local language(s).

13) Contribute in the context of evaluation related activities.

14) Ensure sharing of experience and documentation of lessons learnt by provincial project stakeholders for improved future interventions.

15) Perform other related duties as required.

2. **Experience and Qualifications**

**Education** – Completion of secondary school education, supplemented by technical or university level courses in a field related to the work of the organization.

**Experience** – Seven years of progressively responsible clerical or administrative work, of which at least one year in programme support activities.

**Languages** – Excellent knowledge of one or two working languages of the duty station and/or organization.

3. **Competencies**

- Thorough knowledge of the purpose and functions of the technical programme and the other offices and sectors interacting with the programme.
- Good knowledge of technical data and programme management skills for handling detailed assignments of a semi-professional nature.
- Thorough knowledge of programme planning, implementation and evaluation principles, practices and procedures.
- Skill in applying the methodologies of a technical or administrative field.
- Ability to work with word processing and spreadsheet software, as well as computer software packages required for work.
- Good drafting skills, and demonstrated ability to prepare reports.
- Good analytical skills. Ability to communicate effectively both orally and in writing.
- Ability to deal with a broad range of staff and to respond to their queries.
- Ability to work in a team and to work under pressure.
- Good organizational skills.
- Excellent time management skills.
- Supervisory skills and ability to motivate subordinate staff.
- Ability to work under minimum supervision.
- Demonstrated presentation skills.
- Demonstrated ability to work and communicate with people in a polite, courteous and cooperative manner.
- Must display high standards of ethical conduct.
- Ability to make sound judgements and provide reasoned advice to subordinates.
- Must demonstrate a high level of commitment and responsibility towards completing assignments efficiently, accurately and in a timely manner.
4. **Remuneration:**

General Services Level 7 of the UN common remuneration system.

5. **Interview and written examination:**

Prospective candidates may be invited to undergo a written examination, and if short-listed, may be called for an interview.

Interested applicants may fax their letter of application and résumé to +63 2 856 7597 or send them to the International Labour Organization, 19/F, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City or to e-mail their letter of application and résumé at recruit_manila@ilo.org. Please note that candidates should receive an automatic e-mail confirming their applications. If they do not receive this e-mail, they should contact Ms. Flore Parales by sending an e-mail to: recruit_manila@ilo.org before the closing date of the competition.

Female candidates are strongly encouraged to apply.

The deadline for submission of application is **18 February 2011.**

The ILO exercises the right to consider a candidate for posts other than the one for which s/he has applied.