Call for Candidature

Vacancy No.: 2012/15
Date Issued: 04/04/2012
Closing Date: 30/04/2012

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

Post title: National Programme Coordinator
Post Grade: NO-B
Project title: Inter-agency Programme to Nurture Peace, Security and Decent Work through Local Development in Conflict Areas of the Philippines (Bondoc Peninsula)
Contract: Short Term
Duty station: Lucena City, Quezon Province
Date required: 01 June 2012

1. Background

Bondoc Peninsula in Quezon Province is a strategic stronghold of the Philippines’ New People’s Army (CPP-NPA). Economically, the province lags behind neighboring areas due to physical isolation and insurgency. With more than 1.63 million people, the poverty incidence registered 47.7% in 2006. Moreover, 80% of Bondoc Peninsula households engage in subsistence farming, mostly coconut mono-cropping and fishing, with income per person of less than US$1 per day.

The Inter-agency Programme to Nurture Peace, Security and Decent Work through Local Development in Conflict Areas of the Philippines (Bondoc Peninsula) is an International Labour Organization (ILO) - Food and Agricultural Organization (FAO) project, in collaboration with the Office of the Presidential Adviser on the Peace Process (OPAPP), local government units and local non-government organizations.

The Project will be based in Lucena with implementation in Mulanay, San Narciso, Unisan and Catanauan to promote Decent Work through Local Economic Development (LED), in an area-based integrated approach that complements the national government’s peace building efforts and agrarian reform gains, while enhancing local government systems and policies to sustain their development agenda. The project underlines the importance of integrating the country’s Decent Work Agenda (DWA) by directing development interventions and poverty reduction components amongst fishing and farm workers, and the informal sector as the identified priority disadvantaged groups.

2. The Position

Under the direct supervision of the ILO Country Director and FAO Representative, the National Programme Coordinator (NPC) will be responsible for coordinating the inter-agency programme, working in close coordination with OPAPP, concerned LGUs and other government and non-government agencies, and providing direction and guidance in the successful implementation of the inter-agency programme. S/he will undertake the following:

1. Ensure coordination of the design and formulation of work plans, implementation strategies, and monitoring systems of inter-agency programme activities.
2. Analyze and evaluate of the programme impact in terms of efficiency, effectiveness inputs and qualify of outputs. Make recommendations and corrective measures to overcome operational constraints.

3. Promote knowledge sharing and awareness raising campaign through project activities and workshops as well as training materials and research products.

4. Liaise and coordinate with government authorities and local, national and international institutions other UN agencies, workers’ and employers’ organizations and civil society groups in order to promote socio-economic development and peace-building for the disadvantaged in Bondoc Peninsula, Quezon Province.

5. Coordinate programme implementation and evaluation with partner agencies ensuring achievement of results.


7. Develop strategies and means to effectively advocate for policy changes and contribute to knowledge building and knowledge sharing.

8. Administer all technical, administrative and financial matters relating to the inter-agency programme, working in close collaboration with the ILO, FAO and Office of the Presidential Adviser on the Peace Process (OPAPP).


10. Supervise the work of support staff and junior national officer staff.

11. Perform other duties as may be required by either the ILO or FAO.

3. **Experience and Qualifications**

**Education:**
Advanced university degree in business studies, economics, development studies or social sciences

**Experience:**
A minimum of 5 years professional work experience including programme management, capacity building and in dealing with government structures, private sector and NGOs. Previous work FAO, ILO or UN Agencies and familiarity with the local rural conditions would be an advantage.

**Languages:**
Full proficiency and ability to draft swiftly and clearly in English (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.
Core competencies – Adaptability, client service, collaboration, communication, initiative, integrity, knowledge management, sensitivity to diversity, decision-making, information management, planning and organizing, quality orientation.
Remuneration:

National Officer Level B of UN common remuneration system.

4. Interview and written examination

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

Qualified women and men are encouraged to apply. A letter of application along with Curriculum Vitae, employment references and other supporting documents should be sent preferably via email through recruit_manila@ilo.org. An applicant should receive an automatic reply that confirms receipt of the application. If such notification is not received, the applicant should contact Ms. Flore Parales through the same email address before the closing date for applications indicated below. Application may also be sent by fax through +63 2 856 7597, or by mail to the International Labour Organization, 19/F, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City.

The deadline for submission of application is 30 April 2012.

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

Reviewed by RHRD, RO-Bangkok
4 April 2012
NO-B NPC Bondoc Peninsula