Job Description

ILO National Coordinator in Samoa

The National Coordinator in Samoa (hereafter referred as the incumbent) is based in Apia, Samoa and has duties related to co-ordination and liaison on behalf of the ILO Country Office for South Pacific Island Countries (hereafter referred as CO-Suva) and the ILO Regional Office for Asia and the Pacific to facilitate and strengthen implementation of the Decent Work Country Programme (DWCP) in Samoa. The incumbent also facilitates inter-agency information sharing and interaction with the UN Country Team (UNCT) and provides necessary programming and administrative support to the Technical Cooperation (TC) activities carried out in the country.

ILO operational activities at national level will focus on the ILO’s four strategic objectives, namely standards and fundamental principles and rights at work, employment promotion and enterprise development, social protection, and social dialogue. These reflect the ILO mandate and provide the organizing framework for the Decent Work policy portfolio. The DCWP also contributes to the overall objective of the United Nations system to reduce poverty and promote sustainable development within the national context of Samoa.

The incumbent is responsible for the coordination of operational as well as technical activities in the country providing support to national counterparts in the assigned technical area. Operational activities are responding to requests from constituents, coordinated by the CO-Suva.

The incumbent, who reports directly to and works under the supervision and guidance of the Director of CO-Suva, will undertake the duties mentioned below. For the effective discharge of his/her responsibilities, the incumbent will liaise closely with CO-Suva, and the UNCT members including UNDP in the country.

1. Serve as primary point of operational and administrative contact for ILO tripartite constituents in the country.
2. Maintain liaison and cooperation with UNCT members.
3. Responsible for all programme and administrative functions in the country. Specific tasks include collaborating with TC project staff and employers’ and workers’ organizations and other partners on matters related to programme/project initiation and implementation.
4. Participate in the formulation of national country strategies related to the Decent Work Agenda. Coordinate, plan and perform a wide variety of technical/programming and administrative-related functions in relation to the implementation of the DWCP. Prepare regular and ad hoc reports as requested.
5. Review and analyse country-specific development plans and priorities, socioeconomic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to CO-Suva.
6. Contribute creative ideas for programme/project development and serve as senior national programme officer to the CO-Suva and draft portions of national concept papers, policies and country strategy papers.

7. Identify problems, propose solutions and action and follow-up with CO-Suva, executing agencies, government offices, constituents and other organizations to expedite implementation of agreed activities and meet targets.

8. Participate in the preparation of seminars, workshops, training sessions and meetings specified in the work plan of the DWCP. Speak on behalf of the ILO when attending these gatherings alone. Serve as a focal point for selected technical subjects and attend meetings, workshops and inter-agency meetings, and present reports and papers.

9. Promote ILO activities in the country by drafting, editing and/or translating into local language news releases, official correspondence, statements and speeches and other public information material.

10. Participate in policy dialogue and technical consultations. Draft speeches and address meetings on behalf of the ILO.

11. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on the country programme and its developments.

12. Facilitate inter-agency information-sharing and interaction with the UNCT and liaise with the UN Resident Coordinator’s Office and other UNCT members for One UN Reform-related issues. Participate in donor meetings at the country level.

13. Perform other duties as may be assigned by the supervisor.

**Education** – First-level university degree with equivalent experience in a relevant field. Possession of master degree in social/economic field is an advantage.

**Experience** - At least two to three years of professional experience at the national level in the relevant occupational area.

**Languages** - Excellent command of English and excellent knowledge of of another working language of the duty station.

**Competencies** - Good knowledge of programme and budget, project formulation, administration and evaluation techniques and practices. Good knowledge of the role and operations of UN system activities for development. Knowledge of the office’s financial rules and regulations. Knowledge of office-wide activities and priorities. Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects. Excellent drafting skills. Ability to communicate effectively both orally and in writing. Excellent analytical skills. Ability to justify requirements and approaches to problem resolution, and ability to negotiate. 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.