1. Introduction

The development objective of this project is to improve labour market outcomes and progressively realise international labour standards with specific attention to improving implementation by labour administrations in Pacific Islands Countries.

This project has two objectives:

a. modernised labour laws improve labour market outcomes and progressively realise international labour standards based on the principles of tripartism;

b. labour administrations’ capacity to implement good labour inspection practices is enhanced.

To implement these objectives, this project will support national governments and social partners to modernise their labour legislation. This work is grounded in benchmarking existing frameworks against the ILO’s Fundamental and Governance Conventions and working with tripartite constituents on providing technical support for law reform priorities in draft Bills. It will include significant attention to rolling out capacity building support for the implementation of OSH and labour inspection in target countries according to revised legislative frameworks. This project will also focus on building the capacities of tripartite labour advisory bodies consistent with the ILO Plan of Action (2010 – 2016) Towards Widespread Ratification and Implementation of Governance Conventions. A train-the-trainers package will be delivered to address capacity building needs among tripartite labour advisory bodies.

2. Reporting lines

The Programme Officer will work under the supervision of, and report to the Labour Standards Specialist based in the Office for South Pacific Island Countries.

3. Main duties and responsibilities (with percentage of time for each):

3.1 General duties

- Implement the project’s objectives in target countries relating to the delivery of consultancies associated with strengthening the capacity of labour administrations to implement OSH and labour inspection.
• Maintain close working relationships with Programme Officers responsible for each target country and ensure that planned work for OSH and labour inspection is co-ordinated with other work programmes (5%).

3.2 Technical duties
• Support and supervisor external consultancies to deliver OSH, labour inspection as well and general project consultancies. This includes supporting the development of terms of reference, identifying a potential pool of consultants, assessing proposals against selection pre-determined criteria, developing external collaboration contracts and tracking the deliverables according to contract requirements.
• Liaise with personnel in labour administrations and social partners about the implementation of project objectives relating to strengthening the capacity of labour administrations. This includes the preparation of draft correspondence and project plans and co-ordinating the timely delivery of consultancy outputs (20%).
• Oversee the general coordination of project missions and meetings – including making travel arrangements, preparing agendas, preparing meeting materials and booking venues according to ILO processes and procedures (10%).
• Maintain close oversight of project budgets and liaise with the Finance and Administration Team on the budget expenditure (5%).
• Prepare country background briefings/presentations to support labour law assessments and OSH/labour inspection consultancies.
• Undertake other activities to support the delivery of the project’s objectives as required by the Labour Standards Specialist (10%).
• Perform any other duties as may be assigned by the supervisor

4. Qualifications requirements:
• **Education** – First level university degree in a relevant field
• **Experience** – At least one or two years of professional experience at the national level in the relevant occupational area.
• **Languages** – Excellent command of English.

**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.

Reviewed by RHRD, RO-Bangkok
24 April 2014
NO-A Programme Officer
JOB DESCRIPTION

Instructions:

1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

For HRD Use Only
Job Description Received: 
Approved & Returned: 

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