1. **Introduction**: general information about the context in which the official will work / background on the project:

   This RBSA Project will provide technical support to constituents to implement the fundamental conventions regarding child labour (Minimum Age Convention C138 and Worst Forms of Child Labour Convention C182), including their National Actions Plans to eliminate the worst forms of child labour, including trafficking.

   The main task of the Project Officer is to provide backstopping support, technical and administrative assistance to implementing the project in the target countries, which includes project planning and reporting, providing training support, coordinating the media and communication aspects of the project, conducting project monitoring, research and analysis, and planning project missions.

2. **Reporting lines**:

   Under the overall supervision of the ILO Director for Pacific Island Countries (CO_Suva), and technical supervision of the Project Coordinator, the Project Officer will carry out the following functions:

3. **Main duties and responsibilities**:

   **General duties**
   - Provide relevant project information to Programme Officers and to ILO Suva Office, and participate in programme planning meetings as requested.

   **Technical duties**
   - Provide technical support for the overall management of the project through developing and monitoring project work plans, conducting necessary research and background information, coordinating external meetings and missions and providing regular reports on project progress.
   - Develop terms of references for identified ILO or IPEC technical expertise and external consultants and manage contracts.
   - Provide secondary research information for country-based child labour Rapid Assessments, National Action Plans, training programmes and project actions as required.
   - Develop and implement the project communication strategy, including developing communication templates and maintaining a register of media articles and research reports on child labour and related issues in the Pacific region. In addition provide regular country fact sheets and reports for media and communication purposes.
   - Assist with conducting training to constituents and partners, and provide necessary follow-up support to ensure they are familiar with various IPEC and ILO tools, manuals and material of relevance to the project.
   - Coordinate the establishment of a sub-regional child labour knowledge sharing website with IT experts (ROAP and locally) and liaise with project partners to advocate and build capacity on the use of the website. Ensure website is linked to local systems and existing related websites or hotlines.
   - Coordinate, plan and report on training workshops and project missions and provide follow up on workshop and
mission plans or recommendations.
- Promote ILO policies regarding child labour, and equality of opportunity and treatment for women and men, and the relevant International Labour Standards.

Qualifications requirements:

**Education**: University degree in a relevant field.

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

**Languages**: Excellent command of English

**Competencies**: The incumbent should have the following competencies:
- Good communication skills, both written and verbal;
- Ability to provide leadership and to work in a team;
- Ability to communicate and work with a wide range of partners, in particular government departments, employers’ and workers’ representatives, and to build trust and partnerships around child labour initiatives;
- Ability to work under time and political pressure and meet deadlines; and
- Ability to work independently with a minimum of supervision.