INTERNATIONAL LABOUR OFFICE (ILO)
JOB DESCRIPTION

Vacancy Notice No. 01/2012

Post title: National Project Manager
Project title: Reducing Vulnerability to Bondage in India through Promotion of Decent Work
Post Level: NO B
Post Location: New Delhi
Joining Date: April 2012
Terms of appointment: A one-year fixed term contract
Project end date: March 2013
Closing date: 26 February 2012

1. Background

The International Labour Organization is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues.

In India, ILO technical cooperation on bonded labour is an integral part of the Decent Work Country Programme, which is aligned with the 11th (2007-2012) and the United National Development Assistance Framework (UNDAF). The project on Reducing Vulnerability to Bondage in India through Promotion of Decent Work (hereafter referred to as the Project), funded by Canadian HRSD/Labour Branch and Flanders, aims at achieving significant reduction in household vulnerability to bondage in India through an integrated approach, by improving living and working conditions of the target group. The Project action is mainly at the district level, with work on policy, knowledge enhancement and dissemination, and replication at the state and national levels. Experiences and lessons learnt in Tamil Nadu (since 2002) have encouraged the Government to replicate the approach and strategies to other states in India.

The project strategies focus on a.) Ensuring social protection for workers and their family members, through convergence of existing government schemes and services, both at source and destination areas, to reduce their indebtedness and poverty situation. b.) Empowering the workers by imparting rights-based awareness education through workers’ organizations/trade unions and enabling them to organize themselves and engage in collective bargaining; c.) Implementing workplace improvement measures in close collaboration with the employers and their organizations; and d.) Exploring improvements in recruitment systems and working conditions including regulation of payment of wages and advances through active social dialogue process among tripartite partners.
In close collaboration and coordination with the Labour Welfare Division of the Ministry of Labour and Employment, the overall programme will focus on districts states of Tamil Nadu, Andhra Pradesh, Orissa, Jharkhand, Chhatisgarh and Uttar Pradesh. The districts in the states would be identified during consultations with the State Governments and Central Government. The project will collaborate and coordinate with other initiatives under the DWCP-India and work towards close collaboration and coordination with UN agencies in the states.

2. DESCRIPTION OF DUTIES

Under the overall supervision of the Director, ILO DWT/CO India, the Project Manager will be responsible for technical leadership and overall management of the project at both strategic and day-to-day levels, ensuring that it delivers its outputs and objectives set out in the project document in a timely fashion. The Project Manager will work in close collaboration with SAP-FL; relevant DWT and CO India officials; and the staff of other ILO projects to facilitate the highest technical integrity of the project outputs, as identified in the Project document.

- Plan, lead, supervise and monitor the work of the project team, assuming full responsibility for project implementation, delivery of outputs, and attainment of objective. Identify any problems or constraints, and identify and implement appropriate remedies.

- Assume full responsibility for project financial management, control and reporting of expenditures, in conformity with ILO procedures and in close collaboration with CO India and SAP-FL.

- In collaboration with project partners, draw up project workplans for the project’s core and District-based activities. Provide technical assistance to all implementing partners to devise workplans, and monitor performance against these plans.

- Draw up sub-contracts as required and negotiate their terms with partners. Identify needs for consultants (national or international), draft terms of reference and monitor their work and outputs.

- Cooperate and coordinate closely with the other ILO programmes, Governments, workers’ and employers’ organizations, non-governmental organizations, other UN agencies, bilateral donors and other relevant partners. Represent the project and ILO at a variety of forums such as national or international seminars or workshops.

- As part of implementation plan of the project, the Project Manager will provide technical advice, capacity-building and overall guidance to the project-related national, state and district institutions (project societies, steering committees and/or other national institutions). Maintain contact and provide information and briefings as required to the Government of India Ministry of Labour and Employment and to counterparts in the State Governments.

- Provide timely reports for the donor, ILO and government of India as necessary. Document lessons learned through the project and produce other written outputs as required.
• Conduct regular missions to field sites to monitor and support project implementation, and to other locations as necessary. Organise and facilitate visits to the project for ILO officials from India, other countries in the sub-region, headquarters and elsewhere as well as for government of India and other officials and visitors.

• Devise and undertake a communications strategy to ensure that the progress and results of the project are made accessible to a wide audience.

• Carry out other duties as may be assigned by CO India.

3. QUALIFICATIONS

Education: University degree in economics, international development, law, social anthropology, political science or a similar discipline.

Experience: At least eight years’ relevant national experience, ideally in a leadership position. Experience in human or labour rights, community development, and/or microfinance-based approaches to development is required. Familiarity with ILO or other UN agencies is desirable.

Languages: Excellent communication and writing skills in English; Fluency in Hindi will be an advantage.

Competencies: Ability to motivate, lead and manage people; ability to manage complex tasks involving coordination of multiple stakeholders; ability to analyze and find solutions to difficult problems; cross-cultural sensitivity and excellent inter-personal skills; ability to communicate effectively at all levels from senior policy makers to grassroots institutions and community members; ability to work to tight deadlines and independently; sensitivity to gender issues and non-discrimination.

APPLICATIONS, WRITTEN EXAMINATION AND INTERVIEW

Prospective candidates will be interviewed and may also be required to sit a written examination.

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills. The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO is a no-smoking environment

No candidatures will be accepted after the closing date. Applications with full curriculum-vitae should be addressed to:

Director, ILO DWT/CO-New Delhi, Core 4B, 3rd Floor, India Habitat Centre, Lodi Road, New Delhi-110 003, E-mail: RECRUIT-DELHI@ilo.org, FAX: 91-11-24602101. The ILO will inform the short-listed candidates.

Reviewed by RHRD, RO-Bangkok