Vacancy Notice No. 02/2011
Post title: National Project Officer
Project title: Reducing Vulnerability to Bondage in India through Promotion of Decent Work
Post Level: NO A
Post Location: New Delhi with possibility of transfer to one of the project States
Date required: As soon as possible
Terms of appointment: A one-year fixed term contract, with the possibility of extension
Project end date: March 2013
Closing date: 24 June 2011

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), 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 of the ILO DWT CO India and the direct supervision of the National Project Manager (NPM), the Project Officer (PO) is responsible for the development, implementation and monitoring of state level activities of the Project. The PO will work in close collaboration with 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.

The PO will undertake the following tasks:

- Assist NPM in the effective planning, implementation, monitoring and evaluation of project activities.
- Liaison with MoLE and NHRC and other national institutions including the employers and trade unions at the Central level;
- Support and backstop partner agencies in the design of work plans, implementation and monitoring of Programmes under the Project, and the development and implementation of district plans;
- Monitor progress of implementation by reviewing, verifying and analyzing workplans, progress reports, final reports and other data for clarity, consistency and completeness;
- Identify, establish, and maintain strategic networking and partnerships with major stakeholders, including government, employers’ and workers’ organisations, UN agencies and other development agencies, NGOs, the private sector other ILO projects under the guidance of the NPM and the SRO;
- Initiate and participate in dialogue, consultations, meetings and seminars focusing on combating bonded labour, trafficking and migration, social protection and poverty alleviation that will bring added value to the work covered by the Project;
- Serving as a focal point for selected technical subjects and attending relevant inter-agency meetings to promote ILO policies regarding bonded labour and other relevant international labour standards;
- Brief ILO specialists and MOLE, project experts and visiting officials and provide relevant information on project matters and related socio-economic development issues;
- Undertake missions to project sites, also accompanying other officials;
- Collaborate closely with other ILO staff in India for greater work efficiency, consultation, coordination and impact.
- Guide the work of support staff;
- Perform other duties as may be assigned by the ILO.
3. QUALIFICATIONS

Education: First level university degree in education, social sciences, economics, development studies and/or related fields or the equivalent in work experience. Strong familiarity with current issues on bonded labour, child labour, migration and poverty alleviation is an important pre-requisite for the position.

Experience: At least five years experience in managing and implementing social development programmes of which two years experience with strengthening systems and structures at the national, state and district levels.

Languages: Proficiency and ability to draft clearly in English. Relative fluency in any other regional language (specifically Hindi) of the project states will be an advantage.

Other Competencies: Good communication skills, both written and verbal. Strong interpersonal skills and ability to work with diverse groups (governmental departments, non-governmental groups and research institutions) in various parts of the country. Capability to guide and coordinate the work of external collaborators within and outside the Office. Knowledge of and ability to use computers including Microsoft Office applications. Ability to work under time pressure and meet deadlines. Ability to work independently with a minimum of supervision.

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.

If the selected candidate has less than the qualifications required, the appointment may be made at a grade lower than that of the position.

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Reviewed by RHRD, RO-Bangkok
26 May 2011