



## INTERNATIONAL LABOUR OFFICE (ILO)

### JOB DESCRIPTION

<b>Vacancy Notice No,</b>	05/2016
<b>Organisational Unit/Department:</b>	Decent Work Team for South Asia and the Country Office for India (DWT/CO)
<b>Position (Title):</b>	Programme Officer
<b>Proposed grade</b>	NOB
<b>Duty Station:</b>	New Delhi (India)
<b>Type of contract:</b>	Fixed Term (Regular Budget)
<b>Closing Date</b>	03 November 2016

#### **The following are eligible to apply:**

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.

TC Staff members with at least five years of continuous service with the Office are encouraged to apply and will be given special consideration at the screening and evaluation stage.

- External Candidates

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#### **SUPERVISION**

Overall supervision by: Deputy Director, ILO CO/DWT, New Delhi

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#### **BACKGROUND**

The ILO New Delhi Office houses the Decent Work Team for South Asia (DWT) and Country Office for India. The DWT covers eight member countries – Afghanistan, Bangladesh, India, Islamic Republic of Iran, Maldives, Nepal, Pakistan and Sri Lanka – and Bhutan – a non-member country.

The Country Office is responsible for planning, implementation, monitoring, evaluation and reporting of the ILO Decent Work Country Programme (DWCP) for India; including building partnerships with Line Ministries and key stake holders. The Country Office works closely with the ILO's tripartite constituents, the Government of India, Ministry of Labour and Employment, and other line Ministries, workers' organizations, employers' organizations, UN agencies and other development partners.

All ILO activities in India are implemented in close collaboration with the tripartite constituents within the framework of the agreed Decent Work Country Programme (DWCP) jointly formulated by the ILO and its constituents in line with the UNDAF priorities, and national policy frameworks.

The ILO's means of action for implementation of the DWCP in India are technical advisory services/assistance, research, implementation of demonstration pilots, technical support and knowledge sharing in relation to implementation of major schemes by the government; building the capacities of the constituents through building partnerships, and training. As India is emerging as a middle income country, the ILO promotes South-South Cooperation within South Asia and beyond.

The Country Office for India draws technical support from the specialists in the DWT in New Delhi and in Bangkok, the Regional Office in Bangkok, technical departments in Headquarters in Geneva and the International Training Centre in Turin.

### **DESCRIPTION OF DUTIES:**

Under the direct supervision of the Deputy Director, DWT/CO, New Delhi, the Programme Officer will collaborate with the constituents in the design, implementation, monitoring and evaluation of the Decent Work Country Programme for India. She/he will be responsible for the design, planning, formulation, implementation, monitoring, and reporting of outcomes/outputs under the Decent Work Country Programme. The Programme Officer will undertake the following duties and responsibilities:

#### **Generic Duties**

1. Review and analyze country specific development plans and priorities, socio-economic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to management.
2. Contribute creative ideas for programme/project development and serve as senior national programme advisor to the Directorate and draft portions of programme and budget proposals, project proposals, programme background, country strategy papers, objectives, project reviews and evaluation. Monitor progress of ILO programmes, projects and activities by reviewing, verifying and analyzing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
3. Identify problems, propose solutions and action and follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
4. Provide programming and administrative support to programmes and projects in areas of responsibility.
5. Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of programme/project activities.





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6. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
7. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action.
8. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
9. Handle fellowship programmes for specific projects, analyze and evaluate relevant budgets, objectives and activities, and initiate action as required.
10. Participate in the preparation of conferences, seminars, workshops, training sessions and meetings. 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.
11. Serve as public relations liaison and relations officer of the office and promote ILO activities. Draft, edit in, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material.
12. Plan, organize and facilitate consultative meetings, seminars and workshops. Act as interpreter and participate in policy dialogue and technical consultations. Draft speeches and address meetings on behalf of the ILO.
13. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
14. Undertake missions to project sites independently or accompanying other officials.
15. Supervise the work of support staff and junior national officer staff.
16. Perform other duties as may be assigned by the supervisor.

## Specific Duties

17. Coordinate with other Programme Officers, Project Managers and CTA for the implementation of DWCP outputs to ensure timely and cost-efficient delivery of outputs under Outcome(s) of the DWCP.
18. Coordinate key technical components of the DWCP Outcome(s) under her/his responsibility with the DWT specialists, the Regional Office in Bangkok, the Headquarters in Geneva, and international and national experts.
19. Day to day coordination and liaison with the constituents in the design, formulation, implementation, monitoring and reporting of DWCP outcomes.
20. Initiate, participate and contribute to the policy debates/dialogues and interventions with the ILO constituents and other stakeholders.
21. Participate in preparation of the OBW and monitor progress of the planned OBW activities by reviewing, verifying and analyzing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
22. Prepare documents that relate to the implementation of the OBW activities; such as background papers, progress reports, evaluation reports, mission reports, briefing and presentations.
23. Participate in preparation of DWCP Implementation Plan; Results Framework and M&E Plan; and reporting; and collaborate with other Programme Officers in organizing the tripartite review of DWCP.
24. Liaise with relevant departments and units of the ILO in obtaining approvals and fulfilling any other programming and administrative duties required for the successful completion of the planned activities towards achieving outputs and contribution to the outcomes under DWCP in line with ILO programme policies, P&B Outcomes and global products.
25. Collect and analyze relevant information and reports on development plan and priorities, policies, laws, and data; and provide briefs on these developments as needed; Contribute to knowledge sharing within the ILO and externally.
26. In consultation with the DWT, act as a technical resource person in conferences, meetings, seminars and events organized by the constituents.
27. Identify, establish and maintain strategic partnerships and collaboration with line ministries, employers' and workers' organizations, UN agencies and other development agencies, NGOs, the private sector and other ILO projects; develop and contribute to proposals for South-South cooperation.
28. Participate and contribute to the discussions on resource mobilization both internally and with multilaterals; Contribute to the preparation and drafting of project proposals, technical and other papers that may be required in consultation with DWT or technical units.
29. Contribute in preparation and submission of periodic and final technical and financial reports to donors and concerned offices within ILO.



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30. Lead the organization of workshops, conferences, and seminars planned under the DWCP outcomes.
31. Identify, engage and monitor the work carried out by international/national consultants and other implementing partners.
32. Participate, as ILO focal point in the United Nations Country Team (UNCT) bodies and discussions and contribute to the formulation of UNDAF and collaborate with other UN agencies in India to strengthen inter-agency partnership and implementation of joint programming opportunities.
33. Perform any other duties as may be assigned by the supervisor.

**Education:** First-level university degree or equivalent experience in the relevant field

**Experience:** At least 2-3 years of relevant experience at national level in designing, planning, implementation monitoring and evaluation of programmes/projects. Successful record of working or interacting with senior government officials, national and state-level workers' and employers' organizations and the UN agencies in India.

**Languages:** Excellent knowledge of English and Hindi. Working Knowledge of one or more Indian languages will be an advantage.

#### **Competencies**

- Strong knowledge of ILO's Decent Work Agenda and associated issues
- Strong knowledge of national and state policies and laws
- Strong knowledge and skills on results-based management
- Experience in programme design and implementation including budget, project administration, monitoring and evaluation
- Excellent analytical skills and ability to guide researches
- Good knowledge of the role and experience in operations of UN System activities
- Ability to conceptualize complex issues and present them in simple, easy to understand format and text
- Ability to prepare technical reports, project documents and technical briefing note
- Good drafting skills
- Ability to communicate effectively both orally and in writing
- Good computer application skills.
- Knowledge of ILO/UN financial rules and regulations
- Strong organizational skills, quality orientation and time management
- Ability to lead team as well as a member of a team. Ability to deal with people with tact and diplomacy.

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- Ability to supervise staff.

## **APPLICATIONS, WRITTEN EXAMINATION AND INTERVIEW**

Prospective candidates will be interviewed and will be required to sit in 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 the Director, ILO DWT/CO-New Delhi and sent to [RECRUIT-DELHI@ilo.org](mailto:RECRUIT-DELHI@ilo.org) only, with a subject line **“Application for vacancy notice 05/2016 for Programme Officer (NOB)”**

ILO DWT/CO-New Delhi, Core 4B, 3<sup>rd</sup> Floor, India Habitat Centre, Lodi Road, New Delhi-110 003, Ph: 91-11-47509200, FAX: 91-11-24602101.

**The ILO will inform the short-listed candidates.**



Reviewed by RHRD, RO-Bangkok  
29 September 2016  
NO-B Programme Officer