



**INTERNATIONAL LABOUR OFFICE (ILO)**  
**JOB DESCRIPTION**

<b>Vacancy Notice No,</b>	06/2016
<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>	NO A
<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 DWCP for India; including building partnerships with line ministries and key stake holders. The Country Office works closely with the ILO's tripartite constituents, Government of India, Ministry of Labour and Employment and other line ministries, workers' organizations, and 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 key government policies and schemes, UNDAF priorities, and other policy frameworks.

The ILO's means of action for the 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. Given India's prominent regional and global role, 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 contribute to planning, designing, implementation and reporting of results of the biennial Outcome-based Work-plan and the overall DWCP for India. She/he will support the constituents and other stakeholders to implement selected outputs to achieve outcomes of the DWCP India; and will apply RBM in the design, planning, implementation and reporting of selected DWCP outputs under the Decent Work Country Programme.

### **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. 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. 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, periodical reports and statistical data on status of programme/project activities.
6. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods



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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. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
10. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
11. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
12. Undertake missions, normally accompanying other officials.
13. Supervise the work of support staff.
14. Perform other duties as may be assigned by the supervisor.

#### **Specific Duties**

1. Compile policy documents and draft reports on development plans, policies, laws, and socio-economic data; and support knowledge development and sharing on the national situations and legal and policy developments on thematic areas of DWCP.
2. Support the Ministry of Labour and Employment and line ministries, state governments, employers' and workers' organizations in the design, implementation, monitoring and reporting of selected DWCP outputs.
3. Maintain regular contacts and collaboration at operational level with line ministries, state governments, employers' and workers' organizations, UN agencies and other development agencies, NGOs, the private sector and other ILO units.

4. Contribute to the preparation of the DWCP Implementation Plan, Results Framework and M&E Plan, and reporting; Provide input and support the organization of a tripartite review of the DWCP.
5. Support the preparation of the outcome-based work-plan (OBW), periodic review of CPOs, progress monitoring, verifying and updating work-plans and budget, and prepare progress reports, final reports.
6. Collaborate with programme officers, project managers and DWT members in the implementation of DWCP outputs and CPOs.
7. Support the drafting of project proposals, technical and other papers that may be required in consultation with DWT or technical units.
8. Prepare expenditure forecasts, budget proposals and estimates for budgeting purposes.
9. Organize workshops planned under the CPOs under technical guidance of DWT.
10. Undertake technical missions, including with other staff members.
11. Identify national consultants and draft terms of references.
12. Perform other duties as may be assigned by the supervisor.

**Education:** First level University degree in economics, law, social science or other relevant development fields

**Experience:** At least one to two years of professional experience at national or state-level in designing, planning, implementation monitoring and evaluation of development programs /projects. Successful record of working with government officials, national and state level workers' and employers' organizations and the UN agencies in India.

**Languages:** Excellent knowledge of English and working knowledge of Hindi and/or other Indian language.

**Competencies:** Good drafting skills. Ability to communicate effectively both orally and in writing. 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. Ability to clarify information. Good computer applications skills. Effective 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.



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**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 06/2016 for Programme Officer (NOA)”**

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-A Programme Officer

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