



International Labour Organization



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VACANCY ANNOUNCEMENT

Project:	Employment and Social Affairs Platform for the Western Balkans
Position Title:	Project assistant
Duty Station:	Sarajevo, Bosnia and Herzegovina
Level:	GS-4
Duration:	12 months, Renewable
Contract type:	FT
To Apply:	Please submit CV and a cover letter (both in English) stating your reasons for applying for this position and describing how your experience is relevant to the job to: < recruitment_bud@ilo.org > Please indicate “ <i>ESAP Administrative Support Officer</i> ” and your surname in the subject line. Please note that only short-listed candidates will be contacted.
Application deadline:	Monday, 29th of February 2016
Starting date:	As soon as possible

1. Introduction: general information about the context in which the official will work:

The ILO and the Regional Cooperation Council (RCC) will jointly implement an Action (thereafter, the “project”) for the launch of an “Employment and Social Affairs Platform” (ESAP) in the Western Balkans, in line with the priorities of the EU/IPA II Annual Multi-country Action Programme 2015.

The project will assist the Western Balkans countries (Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia, Kosovo¹, Montenegro and Serbia) in adopting and/or implementing reforms in the areas of employment/labour market and social policy needed for advancing their EU pre-accession process. Specifically, the project will create a sustainable platform and network for governments and social partners to share good practices and lessons learned related to social dialogue, labour inspection and public employment services at the sub-regional and national levels. The project will combine face-to-face and virtual knowledge sharing and learning activities and will promote networking among labour market institutions in the Western Balkans and between the Western Balkans and the EU member countries.

The project includes three components:

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

- *Component 1:* Improving the effectiveness of bipartite and tripartite social dialogue processes, including a peer review exercise on the structure, functioning and effectiveness of existing national Economic and Social Councils; the establishment of a network of agencies for the peaceful settlement of labour disputes; and the enhancement of the CEELEX database and network of national legal experts on labour and industrial relations in Central and Eastern European countries;
- *Component 2:* Strengthening national labour inspectorates, including the establishment of common mechanisms and action plans for networking and sub-regional cooperation agreed upon by national labour inspectorates;
- *Component 3:* Technical assistance and cross-fertilization with the Regional Cooperation Council (RCC) for the strengthening of the existing Public Employment Service network and for the involvement of social partners in the policy dialogue related to the third pillar of the Economic Reform Programmes (ERP) in the enlargement countries.

The incumbent will report directly to the ESAP Project Expert and work in coordination with the ILO Decent Work Technical Support Team and Country Office for Central and Eastern Europe in Budapest (DWT/CO-Budapest), with the Senior Specialist on Social Dialogue and Labour Law of DWT/CO-Budapest as higher-level chief. The incumbent will work in close collaboration with the project team of the Regional Cooperation Council.

2. Duties and responsibilities:

1. Provide general secretarial and administrative support to the activities of the ESAP project;
2. Provide organizational support to the Project Expert in project-related activities, such as meetings, trainings, conferences, and other events organized under the project. Assist in the preparation of budgets of activities;
3. Assist in arranging agendas for in-coming and out-going official missions, make appointments with project stakeholders, including logistical arrangements, clearances and secretarial assistance;
4. Make arrangements for the procurement, shipment and receipt of office and Project supplies and equipment and household effects, including customs clearance.
5. Assist in the preparation of cost estimates by collecting necessary data and preparing respective forms.
6. Arrange for the issuance of air tickets by preparing travel itinerary with travel agent. Confirm flights and arrange fellows' accommodation at the host country.
7. Type a wide variety of correspondence, reports, tables and documents using word processing equipment, proofread and ensure that grammar, spelling and punctuation are correct. Make photocopies as required.
8. Maintain and update project related databases, records and files.
9. Perform other duties as assigned by the supervisor.

3. Qualifications requirements: education, language, experience and competencies.

Education – Completion of secondary school education

Experience – Three years of general clerical work. Knowledge of ILO, other UN Agencies procedures and experience with administration of projects funded by the European Commission is considered an advantage.

Languages – Excellent knowledge of written and spoken English. Knowledge of one or more languages of the Western Balkans would be an advantage.

Competencies

- Knowledge of general programme procedures and practices. Proven ability to use MS Office (word and excel) and email. Proven typing abilities.
- Knowledge of office administrative procedures and of clerical practices and use of filing systems.
- Ability to reply in an appropriate manner to work related inquiries.
- Ability to work well with colleagues.
- Ability to organize own work.
- Ability to evaluate correspondence and inquiries for best course of action.
- Ability to clarify information.
- Ability to deal with people with tact and diplomacy.