



INTERNATIONAL LABOUR ORGANIZATION

Title:	Project Assistant
Grade:	GS6 – local recruitment
Contract type:	Fixed-Term Appointment
Work schedule:	Part-time
Source of funding	GEO/17/01/DNK Inclusive labour market for job creation in Georgia
Application deadline:	16 April 2018
Organization Unit:	DWT/CO-Moscow
Duty Station:	Moscow, Russian Federation

Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organization. A one-year fixed-term contract will be given. Extensions of technical cooperation contracts are subject to various elements including the following: availability of funds, continuing need of the functions and satisfactory conduct and performance.

Background

The position is located in the ILO Decent Work Technical Support Team and Country Office for Eastern Europe and Central Asia (DWT/CO-Moscow). DWT/CO-Moscow provides overall technical support for the preparation, implementation, monitoring and evaluation of Decent Work Agenda in Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Russian Federation, Tajikistan, Turkmenistan and Uzbekistan.

Since gaining independence in 1991, following the collapse of the Soviet Union, Georgia has gone through considerable upheaval, including several armed conflicts, but also the peaceful 2003 Rose Revolution. Georgia has made notable progress since 2004 in accelerating democratic reforms in different areas, including: public service, elections, judiciary, local governance and economic development.

Despite positive trends in the economy, Georgia is, however, struggling with poverty, unemployment, gaps in social protection and poor employment and entrepreneurial prospects for youth. A significant share of Georgia's economy is informal, especially in the agriculture and service sector. Pro-employment growth is still to be achieved, as is economic inclusiveness and greater gender balance in the world of work.

In 2006, the then-Government of Georgia adopted a new labour code that was based on the assumption that deregulation of labour would attract investment and create jobs. The current Government, elected in 2012, and re-elected in 2016, has been working towards the gradual restoration of labour market institutions and has undertaken a number of encouraging steps in this regard, including the adoption of a new labour code which provides a better balance between the interest of workers and employers

Against this backdrop, the ILO will be working to strengthen labour market institutions by providing support along the following thematic areas:

- Strengthening regulatory labour market institutions, by building upon ongoing ILO efforts concerning labour law reform, building effective labour inspection services, training of judges and legal practitioners, training to promote and improve enterprise-level bipartite consultation and negotiation, strengthening of labour mediation services for collective labour disputes and, possibly, establishing a labour court system.

- Strengthening entrepreneurship and enterprise development, by providing knowledge and technical expertise, in order to create an enabling environment for the creation and development of sustainable enterprises that generate decent jobs, especially for youth.

General accountability / Reporting lines

The Project Assistant will provide programme and administrative support to the activities under the development cooperation project.

The incumbent will be supervised by the Chief Technical Advisor (CTA) of the project.

The Director of DWT/CO-Moscow is the Responsible Chief of the incumbent.

Duties and responsibilities

These duties will be carried out in compliance with the ILO rules and regulations:

1. Organize data and information, prepare and maintain records, documents and control systems for the project.
2. Prepare background information for use in work plan and budget preparations and discussions.
3. Search for and prepare briefing materials for the supervisors for use on official trips, special meetings and for action. Collect, solicit and coordinate briefing materials for the supervisors' missions and meetings.
4. Carry out specific administrative operational/control tasks for project.
5. Participate in the organization and preparation of meetings and make all administrative arrangements and facilities for conducting workshops and seminars.
6. Prepare, on own initiative, correspondence, reports, evaluations and justifications as required on general administrative or program tasks (which may be of a confidential nature), attach necessary background information, maintain follow up system, and draw attention of the supervisor to matters requiring immediate and/or personal attention.
7. Assist in the preparation of the administrative reports and documents such as project budgets and maintain administrative records.
8. Provide programming support in the implementation of the project.
9. Help the CTA to monitor progress of project activities by verifying the budgets and the financial reports as well as monitor the delivery rate.
10. Upon instructions of the CTA, administer the project budget in the financial system and monitor the financial management of project activities, external collaboration and other contracts, review financial progress and final reports, analyze relevant resources and activities.
11. Prepare payment requests and keep the records of expenditures.
12. Maintain a reference system for the project related documents and reports.
13. Assist with office management and administrative support services. Participate in discussions of new or revised procedures and practices, and interpret and assess the impact of change. Provide interpretation of administrative rules, regulations and procedures.
14. Maintain policy, confidential and general administrative files.
15. Maintain contacts and perform liaison duties with concerned officials in DWT/CO-Moscow and relevant HQ departments.
16. Carry responsibility for the requisition of project supplies and equipment, and arrange for control of distribution and maintenance of inventory records.

17. Perform other duties related to administrative and programme assistance as assigned by the supervisor or Responsible Chief.

Qualifications Required

Education: Completion of secondary school education, supplemented by technical or university level courses in a field related to the work.

Experience: Six years of progressively responsible clerical or administrative work, of which at least one year in programming support activities.

Languages: Excellent knowledge of Russian and English.

Competencies:

Specific competencies include: Good knowledge of the purpose and functions of the technical cooperation programme and the other offices and sectors interacting with the programme; Knowledge of technical data and good administrative skills to provide programming support; Good knowledge of programming, implementation and evaluation principles, practices and procedures; Ability to work with word processing and spreadsheet software, as well as computer software packages required for work; Ability to prepare preliminary reports and to draft correspondence. Good analytical skills; Ability to communicate effectively both orally and in writing; Ability to deal with a range of staff and to respond to their queries; Ability to work in a team and to work under pressure; Good organizational skills and excellent time management skills; Responsible behavior and attention to detail; Ability to work and communicate with people in a polite, courteous and cooperative manner; High standards of ethical conduct; must demonstrate honesty and integrity.

Core competencies include: Integrity and transparency; Sensitivity to diversity; Orientation to learning & knowledge sharing; Client orientation; Communication; Orientation to change; Takes responsibility for performance; Quality orientation; Collaboration

APPLICANTS WILL BE CONTACTED DIRECTLY ONLY IF SELECTED FOR A WRITTEN TEST AND/OR AN INTERVIEW

CONDITIONS OF EMPLOYMENT

Grade GS6 of the local salary scale of the United Nations for the Russian Federation

Please note that the salary levels are determined according to the criteria established by the International Civil Service Commission. The ILO is international public sector employer and salary and other employment conditions are not negotiable.

Recruitment is normally made at the initial step in the grade.

Other allowances and benefits subject to specific terms of appointment*:

- Children's allowance
 - Pension and Health Insurance schemes;
 - 30 working days' annual leave;
- *Pro-rated to the work schedule*
-

TO APPLY

- 1) go to <https://erecruit.ilo.org/public/index.asp>
- 2) click on "Not registered? Registered here"
- 3) complete this page
- 4) click on "Submit this registration"
- 5) an e-mail confirming your registration will be sent to you
- 6) upon receipt, you can continue to complete the following pages of your CV
- 7) **please print all pages of the CV in pdf and send a pdf file to applicationsmoscow@ilo.org indicating the title of the vacancy "Project Assistant" in the subject of your email.**
- 8) In the email, please indicate how you have learned of this job opportunity

APPLICATIONS SHALL BE SUBMITTED IN ENGLISH

IN CASE OF QUESTIONS, PLEASE WRITE TO applicationsmoscow@ilo.org

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.



ILO has a smoke-free environment