International Labour Office

JOB DESCRIPTION

Instructions:

1. *This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.*
2. *Time frame required by HRD to review the JD: minimum two weeks*

For HRD Use Only	
Job Description Received:	
Approved & Returned:	

Organisational Unit/Department:	**ILO OFFICE DAR ES SALAAM**
Technical Responsible Unit/Department:	
Technical Cooperation Programme:	N/A
Centralised or Decentralised Project:	N/A
Position (Title):	Programme Assistant
Grade:	GS 5
Duty Station:	Kigali, Rwanda
Type of contract (SST, ST or FT):	ST
Source of funding (TC, PSI or RBSA):	TC
Duration:	12 months

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

The ILO Country Office in Dar es Salaam covers Tanzania, Kenya, Rwanda, Burundi and Uganda.

The Office implements the mandate of the ILO within the east African sub-region, including the delivery of technical cooperation in collaboration with other ILO technical departments and social partners in the four countries. The office continues to provide, at national level, technical guidance and institutional capacity building support to the Government and social partners to achieve the goal of decent work for all through a combination of integrated policy, programme and advocacy action. The ILO Rwanda office Kigali currently seeks to recruit an external collaborator to further support the office in its management and implementation of programmes and projects based in Rwanda

The candidate will be based in Kigali. S/he will report to the National Programme Officer under the general supervision of the ILO Country Office for the United Republic of Tanzania, Kenya, Rwanda, Burundi and Uganda based in Dar es Salaam

2. Summary of main duties and responsibilities:

- Provide programming support in the implementation and monitoring of the Rwanda decent work country programme and related projects, taking into consideration especially programmes related social dialogue, the Joint UN Youth and Women Employment Programme.
- Support the Programme Officer in running ILO's core roles in the Rwanda DaO system
- Provide support to National Programme Officer in planning and implementation of projects and programme activities and needs identification and prioritization and assist with technical cooperation project design and work plan development.
- Support the National Programme Officer in resource mobilization by contributing creative ideas for programme/project development and identify potential technical cooperation project areas
- Support the National Programmer Officer to ensure effective supervision and management of office operations and administration including preparation financial and budget proposals and other related logistical operations.
- Verify the conformance of project terms of reference with work plans and set objectives.
- Updating of the ILO office webpage with ILO supported events including workshops taking place in Rwanda

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- Contribute to the preparation of reports, project documents and submissions to governments and social partners by providing information, preparing tables and drafting selected sections.
- Prepare background information for use in programme and budget preparations and discussions.
- Assist programme officer on the process to get updates on social and economic situation
- Participate in the briefing of projects and other programme related activities.
- Collect information from records and reports, compile relevant data, and prepare reports on programme and project activities (incl. RBTC and RBSA).
- Process and examine project budget information and data in accordance with instructions, and make necessary abstracts and computations.
- Support the National Officer to process EPAs and OFCs for use of RBTC, RBSA funds and decentralized TC projects backstopped.
- Perform other duties as may be assigned by Programme Officer.

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

Education – Completion of university Degree in Social science, Law, Development studies, International relations or other relevant field will be an asset.

Experience – Five years of professional experience in the development cooperation and project management in relevant occupational area

Competencies: Good knowledge of the purpose and functions of the technical 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 programme planning, implementation and evaluation principles, practices and procedures; knowledge of office-wide activities and priorities; ability to prepare preliminary reports and to draft correspondence; excellent drafting skills; 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; excellent time management skills. Must demonstrate responsible behaviour and attention to detail. Ability to work and communicate with people in a polite, courteous and cooperative manner. Must display high standards of ethical conduct. Must demonstrate honesty and integrity. Ability to reason and make sound judgements.

Languages – Excellent command of English and French and working knowledge of Kiswahili is required.

Interested Candidates with requisite qualifications and experience should submit their application including a cover letter addressed to ILO country Director, P.O. Box 9212, Dar es salaam, updated CV and one pager motivation statement justifying why he or she is suitable for the position. All applications should be sent **online** through kazi@ilo.org. NO need for attaching certificates at this point. The applications should reach ILO **not later than** August 31th 2016 at 0.00 midnight EAC time

ILO is an equal opportunity organization