



Terms of Reference: Programme Intern under Program Unit

ASSIGNMENT: Programme Intern

DURATION: Initially three months (*with possibility to extend for another 3 months subject to performance, availability of funds and work needed*)

DUTY STATION: Lusaka, Zambia

1. BACKGROUND

The International Labour Organization (ILO) office in Lusaka covers Zambia, Malawi and Mozambique, providing technical and advisory services to Government, Workers' and Employers' organisations as the Tripartite Constituents of the ILO. The goal of the ILO is decent work for women and men throughout the world. Decent work is central to global efforts to reducing poverty and is a means for achieving equitable, inclusive and sustainable development. Decent Work Country Programmes (DWCPs) are the main instruments through which the ILO member states, together with Workers' and Employers' organisations (Constituents) coordinate and effectively implement various technical cooperation programmes aimed at achieving Decent Work for All. Developed in partnership with ILO constituents at country level and aligned to national development frameworks, DWCPs aim to tackle major decent work deficits through a limited number of integrated and mutually reinforcing strategic objectives of decent work.

While the promotion of decent work is the primary mandate of the ILO, the United Nations system as a whole has a role to play in promoting full and productive employment and decent work for all. Therefore, the ILO works in close collaboration with other UN agencies to make Decent Work a reality for all working women and men and contribute effectively towards national development, poverty reduction and inclusive growth.

2. DUTIES AND RESPONSIBILITIES:

Technical Responsibilities

- Support to the preparations for the Programming unit biennial work plan including the finalisation of country programme outcomes;
- Support the Zambia DWCP mid-term Review process, including facilitating meetings for the consultant with all stakeholders and project managers;
- Support the preparation of background information for use in programme and budget discussions;
- Support the cataloguing of programming files, including online filing and hard copy documents;
- Support research for on demand reports from ROAF and/or Headquarters; and
- Support to the HIV/AIDS work planning in Zambia.

General Responsibilities

- Facilitate preparations for Specialist Missions, including arrangements for accommodation/transport/ setting up of meetings;
- Assist in administrative work for Programme Unit, including facilitating correspondence, follow-up on actions required and setting up of appointments;
- Assist in organizing workshops and other activities in Programming unit;
- Provide editorial support to key documents as appropriate;
- Preparation of minutes during key workshops/meetings; and
- Perform other duties as determined by supervisor



3. QUALIFICATION REQUIREMENTS

Education: **be enrolled in the final year of a postgraduate degree programme (*such as a master's programme or equivalent*) OR the candidate must have completed at least four years at the university or equivalent institution towards the completion of a degree– Social Sciences, Economics or Public Policy/ Administration or Development Studies**

Duration: **Initially 3 months (possibility to extend for another 3 months subject to performance, availability of funds and work needed)**

Language: **Excellent command of English, working knowledge of French or Portuguese will be an asset**

Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to plan, prioritize and deliver tasks on time;
- Ability to extract, interpret and analyse data;
- Strong IT skills and knowledge of web based systems;
- Good writing skills including drafting correspondence.
- Ability to easily adapt to a fast-paced multicultural environment;
- Ability to work in a team and to work under pressure;

4. HOW TO APPLY:

Submit application letters with CVs (do not include certificates) with at least 3 traceable references to us by email: **HR_Lusaka@ilo.org** addressed to the Director, ILO Country Office for Zambia, Malawi and Mozambique.

Closing date for internship applications is **24 May 2017, C.O.B**