



International Labour Office

JOB DESCRIPTION

For HRD Use Only

Job Description Received:

Approved & Returned:

Organisational Unit/Department:	DWT/CO Pretoria
Technical Responsible Unit/Department:	Job Creation & Enterprise Development (EMP/ENTERPRISE)
Technical Cooperation Programme:	Sustainable Enterprise Development Facility (SEDF)
Centralised or Decentralised Project:	Decentralised
Position (Title):	Programme Officer (PO)
Grade:	NOA
Duty Station:	Bloemfontein, Durban, Port Elizabeth
Type of contract (SST, ST or FT):	Fixed Term
Source of funding (TC, PSI or RBSA):	TC
Duration:	12 months with possibility of extension up to a total of 36 months

Introduction

With funding from the Flanders International Cooperation Agency (FICA) and the Development Bank of Southern Africa (DBSA) the ILO is implementing the technical cooperation project *Sustainable Enterprise Development Facility (SEDF)* in the Provinces of Eastern Cape, Free State and Kwazulu Natal. The project duration is 3 years with the implementation phase starting in July 2014.

Broad-based wealth creation through the promotion of decent work is a policy priority of the Government of South Africa. One of the strategic means to pursue this policy goal is the creation of decent employment opportunities through Micro, Small and Medium-scale Enterprise (MSME) development. The development objective of the project is to create decent jobs for men and women in the target provinces through entrepreneurship promotion and development of MSMEs in sectors and value chains with business development and employment creation potential.

For the positions as Programme Officers (POs) the ILO is recruiting 3 highly motivated and committed professionals with demonstrated skills in enterprise development. The POs will be working in a provincial project team in one of the three target provinces under the daily supervision of a Project Coordinator, the direct supervision of the Chief Technical Advisor of the project and the overall supervision of the Director of the DWT/CO Pretoria.

Summary of main duties and responsibilities

1. Review and analyse provincial specific development plans and priorities, socioeconomic data, reports and other relevant information
2. Identify potential technical cooperation project areas and development partners for project implementation in the target province and provide written analysis on the findings to project management
3. Monitor progress of the projects and activities by reviewing, verifying and analysing work plans, progress reports, final reports and other data for clarity, consistency and completeness
4. Follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets
5. Provide programming and administrative support to overall project implementation in the target province and in other two target provinces when requested
6. Prepare briefs, periodical reports and statistical data on status of project activities
7. Assemble and edit basic data required for planning and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements
8. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action

9. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance
10. Participate in the organization of conferences, seminars, workshops, training sessions and meetings
11. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters
12. Undertake missions to project sites, normally accompanying other officials
13. Perform other duties as assigned by the provincial project coordinator and the CTA of the project.

Qualifications requirements: education, language, experience and competencies.

Education:	First level university degree in business administration
Experience:	At least two years of professional experience in a position where business administration and/or business management skills were applied
Languages:	Excellent command of English as well as of Sesotho or isiZulu or isiXhosa
Competencies	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 analyse problems with implementation. Good writing skills. Ability to communicate effectively both orally and in writing. Ability to clarify information. Good computer applications skills. 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.

FOR MORE INFORMATION PLEASE VISIT THE ILO WEBSITE, DETAILS GIVEN BELOW

Grade: NOA Step 01 (Gross salary per annum: R 502, 961. 00 p.a.)

Applications with a detailed Curriculum Vita (must include a minimum of 3 referees) and a motivation letter (quoting the Job title as reference) should either be e-mailed or posted to the details below, (Only short listed candidates will be contacted):

The Director, ILO Office Pretoria, E-mail: hr_pretoria@ilo.org (hr_pretoria@ilo.org)
www.ilo.org/pretoria (Employment Opportunities)
P.O.Box 11694, Hatfield 0028
Enquiries: Tel: +27 12 818 8000.

**CLOSING DATE: 04
July 2014**

ONLY SOUTH AFRICAN NATIONALS WILL BE CONSIDERED