



VACANCY No:	2014/2
Position title:	Enhancing Access to Employment Opportunities and Livelihoods in Jordanian Host Communities Affected by the Syrian Refugee Crisis
Grade of the post:	NO-B
Contract type:	Short-term appointment
Duty Station:	Amman
Duration of Post:	6 months
Organization unit:	Regional Office for the Arab States
Deadline of application:	6 February 2014

I. Background

Since 2012, the flow of refugees from Syria to neighbouring countries, particularly Lebanon and Jordan has continued unabated. According to UNHCR registration data, more than two million Syrians have fled their country. The crisis is one of the largest, most protracted and uncertain humanitarian emergencies of its kind for many years. Its effects are also increasingly spilling over into the economic and social spheres – leading to stalled economic activity, loss of income, and shrinking access to quality public services.

Jordan – with its population of 6.4 million – now counts an expanding Syrian refugee population of 567,000. Al Za’atari camp – which hosts around 111,000 Syrian refugees – is often referred to as Jordan’s fourth largest city. The latest UNHCR projections indicate a total refugee population of 650,000 by the end of the year.

This situation has had deep implications for local communities. Local people are experiencing bottlenecks in the labour market due to the fact that Syrian labourers are filling positions and are very competitive both in terms of wages and skills. Moreover, the situation with the competition for jobs, as well as for public services, has created tensions between local and refugee communities and it is crucial to support stable conditions in Jordan to maintain the existing goodwill of the Jordanian Government to receive and manage the huge refugee inflows. Jordan was already experiencing difficult economic conditions before the Syrian crisis led to a dramatic increase of labour supply, putting considerable pressure on its fragile labour markets.

Against this backdrop, the ILO has developed a response strategy in Jordan with a focus on employment and livelihoods issues, as part of a broader Syria crisis response in both Lebanon and Jordan. This response plan will be supported by an RBSA project linked to the CPO JOR109.

II. Brief description of the Programme: The ILO response strategy in Jordan

Within the framework of its response strategy, the ILO launched through an inception phase a series of interventions in 2013 that aim to build the resilience of host communities by enhancing access to employment opportunities and livelihoods. These interventions fall under four sub-components:

1. Value chain development in selected sectors in Irbid and Mafraq
2. Enabling environment improvement, including addressing labour market challenges

3. Organisational capacity building for employment services
4. Local capacity built to support business start-up and expansion

In the absence of available funding for a full-fledged intervention, a bridging phase will be implemented during 2014 in order to keep the momentum in already initiated activities, while preparing for the longer term intervention. This bridging phase is therefore meant to provide the seed funding to continue the activities already started and maintain minimum operation, while better articulating the full-fledged intervention and exploring funding and partnership opportunities.

In close collaboration and under the overall supervision of the Regional Management of the ILO Regional Office for Arab States in Beirut, the Incumbent will serve as the National Coordinator for the ILO project supporting Jordanian host communities entitled “Enhanced Access to Employment Opportunities and Livelihoods in Jordanian Host Communities within the framework of the ILO response to the Syria Crisis”. (objective 3 of ILO’s response framework). The incumbent will directly contribute to the RBSA project linked to the Country Programme Outcome JOR 109

The Incumbent will report directly to ILO Syria Crisis Response Coordinator based in Amman under the overall guidance of the DWT/Deputy Regional Director at the ILO ROAS. He/she will work in close collaboration with the Decent Work team of the ILO Regional Office for the Arab States in Beirut, as well as relevant technical departments at ILO HQs. He/she will be supported by the Regional Programming Services (RPS) Unit to ensure effective backstopping for the timely and successful implementation of the programme.

III. Main duties and responsibilities:

Within the policy and procedural requirements established by the ILO, the National Project Coordinator will be responsible for overall management, implementation and coordination of the ILO RBSA project “Enhanced Access to Employment Opportunities and Livelihoods in Jordanian Host Communities within the framework of the ILO response to the Syria Crisis”.

His/Her main duties will include:

1. Review and analyze relevant documents/information on the impact of the Syria crisis on Jordan that are produced by the Government, ILO, other UN agencies, and other development partners; identify potential synergies and potential partnerships and provide written analysis on the findings to management.
2. Oversee the implementation and monitoring of all project activities.
3. Prepare, work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
4. Follow-up with regional office (and through it with relevant departments at headquarters), executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
5. Provide programming and administrative support to the project.
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 with project partners, consultants, etc.
8. Maintain liaison with project partners and other institutions/ organizations.
9. Prepare proposals for new activities and interventions and validate them in consultation with project partners and stakeholders.

10. Assist in the programming and control of resources, prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of resources as compared to planned activities and making recommendations to the ROAS for remedial action.
11. Participate in the organization of conferences, seminars, workshops, training sessions and meetings under the project.
12. Brief ILO specialists, RPS, project experts, and visiting officials and provide relevant information on programme matters.
13. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
14. Undertake regular missions to project sites and conduct meetings with stakeholders and beneficiaries, as deemed necessary.
15. Supervise the work of project support staff.
16. Perform other project-related duties as required.

IV. Qualifications requirements:

Education – First Level University degree in Economics, Sociology, or related fields, with working experience in development assistance, preferably with international organizations.

Experience – Three to five years of professional experience at the national level in the related fields..

Languages – Excellent command of English and Arabic

Competencies:

- Solid knowledge of and experience in project management including design, monitoring and evaluation.
- Ability to interpret project information, to identify and analyze problems.
- Good independent drafting skills.
- Ability to communicate effectively both orally and in writing.
- Good computer applications skills.
- Effective organizational skills.
- Ability to work independently, demonstrating initiative as well as team work.
- Ability to deal with people with tact and diplomacy.
- Good interpersonal skills.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: JOD 29,693 p.a

Annual Base Salary: JOD 23,742 p.a

Allowances and benefits

UN Pension Scheme

Health Insurance Scheme

30 working days' annual leave

Children Allowance

How to apply

Perspective candidates will be interviewed and may also be required to sit for a written examination. Candidates should send their Curriculum Vitae/resume to the following email address: RECRUIT-ARABSTATES@ilo.org by indicating the above-mentioned **Vacancy number.**

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.

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