



VACANCY No:	2014/1
Position title:	Enabling Job Resilience and protecting Decent Work Conditions in Rural communities affected by Syrian Refugees Crisis in Northern Lebanon
Grade of the post:	NO-A
Contract type:	Fixed-term appointment
Duty Station:	Tripoli/North Lebanon
Duration of Post:	12 months
Organization unit:	Regional Office for the Arab States
Deadline of application:	4 February 2014

The project aims to enhance resilience of both producers (individual and groups) and workers affected by the Syrian refugees' crisis in Lebanon in rural areas. The strategy is two pronged: from the one hand it will provide recommendations and reinforce the effectiveness of labor market institutions and improve the employability of "vulnerable" job seekers regarding stresses of labour market due by the crisis. From the other hand it will directly contribute to enhance capacities of service providers to enable the creation of Local Economic Development (LED) opportunities and the establishment of coping strategies for affected producers in rural areas;

The incumbent will work under the direct supervision of the Chief Technical Advisor (CTA). She/he will work in close collaboration with Decent Work Team and regional programming unit in Regional Office for Arab States (ROAS) and will directly contribute to the achievement of LBN103 (Productive employment created through local economic development and sustainable enterprises).

1. **Main Duties and responsibilities:**

1. Collect relevant data necessary for the project implementation, develop work plans and implementation plans to ensure that outputs are as indicated in the project document.
2. Assist the CTA and the RO- Beirut in the preparation of TORs and provide programming, administrative, management, implementation, coordination and administrative support.
3. Manage the project interventions ensuring proper implementation in line with the workplan.
4. Conceptualize, support the organization and facilitate workshops, trainings and seminars.
5. Be responsible for general and financial administration of the project
6. Prepare briefs, periodical reports and statistical data on the status of programme/ project activities.
7. Assist in the development and maintenance of an information system for use in monitoring and reporting activities and performance.
8. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
9. Contribute in the preparation of new proposals to extend project interventions or to submit new ones.
10. Maintain liaison with project partners and other institutions.
11. Assist in the programming and control of resources, prepare budget estimates, expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations for ROAS for remedial action.
12. Monitor the quality of inputs from consultants and subcontractors providing assistance to the project.
13. Draft in, or translate into local language new releases, official correspondence, statements and speeches and other public information material.
14. Compile all technical information and prepare quarterly progress and final reports

15. Carry out specific operational tasks for project implementation, including missions to project sites.
16. Supervise the work of support staff.
17. Perform other project- related duties as required.

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

Education – A first level university degree in social sciences, public administration and governance, or other relevant technical fields. A Master Degree will be an asset.

Experience – At least three years of professional experience at the national level in the occupational area required. Experience in project formulation, implementation, operation and monitoring required. Working experience in an international organization is an advantage.

Languages – Excellent command of English and Arabic.

Competencies

- Knowledge of programme and budget, project administration and management
- Knowledge of UN's financial rules and regulations.
- Ability to identify and analyse problems with implementation
- Ability to communicate effectively both orally and in writing
- Excellent drafting, presentation, and training skills.
- Good computer application skills
- Good 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
- Ability to supervise staff.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: LL 99,759,000 p.a

Annual Base Salary: LL 79,058,000 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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