



## **VACANCY ANNOUNCEMENT**

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| <b>VACANCY No:</b>              | <b>2017/12</b>                                                             |
| <b>Project Title:</b>           | Decent Jobs for Jordanians and Syrian Refugees in the Manufacturing Sector |
| <b>Position Title:</b>          | National Officer                                                           |
| <b>Grade of the post:</b>       | NOB                                                                        |
| <b>Contract Type:</b>           | Fixed-Term appointment                                                     |
| <b>Duty Station:</b>            | Amman - Jordan                                                             |
| <b>Duration of Post:</b>        | 12 months (Renewable)                                                      |
| <b>Organization unit:</b>       | Regional Office for Arab States                                            |
| <b>Deadline of application:</b> | <b>27 June 2017</b>                                                        |

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### **1. Introduction:**

In Jordan, through a Decent Work Country Programme (DWCP), the ILO work closely with tripartite partners to advance the national employment agenda and enhance access to decent work opportunities. The DWCP articulates the strategic framework for ILO interventions at the national level. It represents the common commitment of the Government, workers' and employers' organizations and the ILO to collaborate on specific objectives in the area of employment promotion, rights at work, social protection and social dialogue, using a results-based approach. The goal of the DWCP is to support national initiatives aimed at reducing decent work deficits, and strengthening national capacity to mainstream decent work in social and economic policies.

#### **SYRIAN REFUGEE CRISIS RESPONSE**

Now into its sixth year, the Syrian crisis continues to significantly affect neighbouring countries hosting the large numbers of refugees fleeing the conflict. As of August 2016, UNHCR estimates that there are over 4.8 million persons of concern outside Syria, with some 6.5 million people displaced internally. The consequences of such large movements of people are compounding the high level of vulnerability of Syrian refugees in host countries. Many still face difficulties in accessing services, affecting their ability to provide food, housing, health and trauma care, and other basic needs for their families. Savings and other resources are being depleted, pushing families further into poverty and debt. In Jordan, for example, 87 per cent of registered Syrian refugees fall below the national poverty line, and there is evidence that poverty among refugees increased by several percentage points between 2013 and 2015. Host governments are struggling under the mass influx of people, which has affected their capacity to deliver public services to vulnerable populations – services which were under pressure even before the crisis.

Owing to the protracted nature of the crisis, Jordan, with assistance from the international community, has adopted a resilience-based development approach, as expressed most recently in the Jordan Compact and in the Jordan Response Plan 2016-2018. Growth, resilience and economic stability are at the heart of the Jordan Compact, which was presented at the “Supporting Syria and the Region” conference in London, UK, on 4 February 2016. The conference placed the spotlight on the critical roles of livelihoods and education, highlighting the nexus between humanitarian action and development cooperation. Decent work lies at the heart of this intersection.

The Government of Jordan has pledged to create 200,000 jobs for Syrian refugees in exchange for preferential access to European markets and grants and concessional loans to support the Jordan Response Plan. The Plan marks a transition to a comprehensive approach that takes into account long-term development goals. It addresses the socioeconomic impact of the crisis through promoting the resilience of national systems, structures and institutions, whilst striving to maintain social and economic stability and meet the basic humanitarian needs of both the crisis-affected host communities and refugees. This has created greater clarity and purpose at the policy level, in particular in relation to the labour market, economic and investment environments.

The recently-signed EU-Jordan trade agreement with relaxation of the “rules of origin” allows Jordanian companies easier access to the EU market, conditional on achieving specific increases in the share of Syrian refugees in their workforce. The expansion of this regime beyond the 18 selected Special Economic Zones (SEZs) also depends on Jordan creating 200,000 job opportunities for Syrian refugees.

A DUTCH funded project "Decent Jobs for Jordanians and Syrian Refugees in the Manufacturing Sector" was agreed (a) for the manufacturing sector to benefit from the EU trade agreement; (b) for Jordanian and Syrian refugee workers to have the skills and status to access jobs in these companies.

The project aims at (a) supporting manufacturing companies expanding their activities under the EU-Jordan trade agreement, and (b) employ at least 5,000 qualified Jordanians and Syrian refugees utilizing the Recognition of Prior Learning (RPL) Methodology that developed and tested by the ILO in 2016-2017.

The beneficiaries from the project are (a) the Government of Jordan through supporting it to meet Jordan Compact Benchmarks, (b) 5,000 vulnerable Jordanians and Syrian refugees through RPL and employment services, (c) 900 Jordanian companies, and (d) MOL, JCI and JCC, GFJTU and other local stakeholders through improving employment & career counselling and job matching services and labour market information management system.

## **2. Reporting lines:**

Under the supervision of the CTA in Jordan and the guidance of DWT and in collaboration with all units in RO-Beirut and Jordan, the National Officer will deliver the Project activities in Jordan and promote a full understanding of the ILO's mandate among national stakeholders, partners and beneficiaries promoting thereby International Labour Standards and Social Dialogue.

- He/she will oversee the work of support staff , junior national officer staff and consultants .

### 3. **Duties and responsibilities:**

- Review, analyse and make use of the opportunities offered by the national development frameworks, policies, strategies, programmes and priorities, available statistical data, reports and other information relevant to implementation of the Project;
- Assist in the coordination, and facilitate the establishment and effective functioning of the tripartite National Project Steering Committee (NPSC) in the country;
- Cooperate closely on Project implementation with Government bodies, Workers' and Employers' Organizations at national and sector level, research and academic institutions and other relevant national and international development partners, including other UN agencies, as required, to expedite the Project implementation and meet its targets; identify areas of cooperation with other projects and agencies and advise and report to the Project's CTA in writing when appropriate;
- Assist in the preparation of the national Project Work Plans and their approval by the tripartite NPSC; prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of project activities. Prepare budgets and conduct expenditure analysis on the Project activities, analyze and monitor the resource allocation and disbursement as compared to planned activities and make recommendations to the CTA for remedial action.
- Provide programming and administrative support to programmes and projects in areas of responsibility. Identify, inform and advise on recruitment of national experts and contractors for implementation of the Project's activities. Assist in drafting the Terms of Reference for the Project's assignments;
- 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.
- Monitor progress of the project and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness; identify problems, propose solutions and follow-up actions with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
- Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
- Assist in the programming and control of resources, 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. Analyse and evaluate relevant budgets, objectives and activities, and initiate action as required.

- Maintain full confidentiality of administrative and personnel related documentation. Perform, coordinate and report on the project administrative work. This includes making cost estimates, preparing and checking supporting/justification documents, requesting funds and payments. Seek the most rational use of funds and ensure compliance with established ILO rules and procedures;
- Collect the required information and prepare drafts of the news, press releases, official correspondence, briefs, statements and speeches, and other relevant internal and public information material in English, and in Arabic; translate such information into English and Arabic as appropriate for use by ILO officials and tripartite constituents, and for placement of such information on the Project's on-line resource sites as applicable. Compile relevant project materials to promote knowledge sharing within office, with UN, donors and media;
- Participate in the preparation of conferences, seminars, workshops, training sessions and meetings. Speak on behalf of the ILO when attending these gatherings alone. Serve as a focal point for selected technical subjects and attend meetings, workshops and inter-agency meetings, and present reports and papers.
- Contribute creative ideas for project development and draft portions of programme and budget proposals, project proposals, programme background, country strategy papers, objectives, project reviews and evaluation.
- Plan, organize and facilitate consultative meetings, seminars and workshops. Act as interpreter and participate in policy dialogue and technical consultations. Draft speeches and address meetings on behalf of the ILO. Represent the Project at national level;
- Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on project matters.
- Undertake missions to project sites independently or accompanying other officials.
- Perform other duties as may be assigned by the supervisor.

#### **4. Required qualifications:**

##### **Education:**

First level university degree in a relevant field.

##### **Language**

Excellent command of English and Arabic.

##### **Experience:**

Two to three years of professional experience in the relevant occupational area.

### **Competencies:**

- Maintains working relationships with all project stakeholders and work effectively with a large team of the international and national professionals, various government agencies, funding and development partners, such as KFW, UNDP, NGOs, and ILO technical units
- Ability to establish and maintain systems within project operations.
- Demonstrated ability to manage technical co-operation projects of international organizations.
- Ability to understand and effectively work with Government, workers and employers organizations, non-government organizations and UN agencies.
- Ability to conduct action oriented research and write analytical technical report in English.
- Ability to conduct policy discussion and high-level political processes.
- Good communication skills, both written and verbal, to successfully advocate for and mobilize action to promote freedom of association and right to collective bargaining principles.
- Clear commitment to mainstream gender into project activities.
- Ability to lead and work in a team and good interpersonal relations.
- Ability to train and guide personnel.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Knowledge of and ability to use computers, including Microsoft Office applications.
- Ability to work independently with a minimum of supervision.

### **CONDITIONS OF EMPLOYMENT**

**Pensionable Salary:** JOD 41,121.- p.a.

**Basic Salary:** JOD 32,518 - p.a.

#### **Allowances and benefits**

UN Pension Scheme

Health Insurance Scheme

30 working days' annual leave

Family Allowance

#### **How to apply**

Perspective candidates will be interviewed and may also be required to sit for a written examination. Applicants should send their Curriculum Vitae/resume to 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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