



VACANCY ANNOUNCEMENT

VACANCY No:	2017/16
Project Title:	Formalizing Access to the Legal Labour Market Through Recognition of Prior Learning (RPL) and Certification for Syrians and Jordanians Working in, Construction, Confectionary and Garment Sectors
Position Title:	Project Assistant
Grade of the post:	G5
Contract Type:	Short-Term appointment
Duty Station:	Amman - Jordan
Duration of Post:	10 months (Renewable)
Organization unit:	Regional Office for Arab States
Deadline of application:	19 November 2017

The project will conduct activities to support 13,550 Syrian refugees and Jordanians to access the formal labour market in Jordan through the provision of sector specific skills training, apprenticeships, testing and certification, and accessing of Syrian refugees to work permits.

By providing a clear and efficient pathway to formalize, develop and accredit skills, the project will support Syrians to obtain work permits and access decent work. It will help embed the principles of the London Syria Conference to increase economic opportunities in host countries; thus supporting developmental response and reducing poverty. It will also help the government of Jordan to deliver on the commitment it has made, to issue 200,000 work permits to Syrian refugees, in return for radical improvements in trade and investment with the EU.

As part of the implementation of the Jordan Compact, the project seeks to devise mechanisms whereby Syrian refugees and Jordanians will be better matched with available jobs, have access to work permits, and benefit from decent wages and working conditions. Construction, confectionary and garment have been identified as priority sectors for the project due to the large number of Syrians already working informally and their inclusion as eligible sectors under the EU-Jordan trade agreement. These are also sectors where the ILO has already done work to support decent work opportunities among men and women. Based on past work, it is clear that the sectors need models to ensure Syrian refugees and Jordanians are formally employed under decent work conditions that promote their full development potential .

Under the general supervision of the Crisis Response Coordinator, the incumbent will provide financial and administrative assistance under the guidance of the Specialists of the Decent Work Team based in Beirut for the completion of specific activities and work closely

with relevant ILO National staff in Jordan as well as with programme officers of the Regional Programming Unit, the regional Monitoring and Evaluation Officer, and the Admin., and Finance staff.

1. Duties and responsibilities:

1. Assist in monitoring the development plans and priorities, reports and other relevant information of project implementing partners with a view of identifying potential areas for cooperation.
2. Provide programming and administrative support to activities undertaken by the implementing partners and prepare briefs, periodical reports and statistical data on status of project activities, to contribute to the preparation of technical and progress reports.
3. Draft correspondence, faxes, memoranda and reports on administrative matters in accordance with standard office procedures.
4. Responsible for all administrative tasks, including logistical support to the project personnel, travel arrangements, visas, hotel reservation, etc. and provide logistics arrangements for conferences, seminars, workshops and meetings.
5. Assist in the programming and preparation of budget estimates and expenditure forecasts by analysing and monitoring the situation of resources as compared to planned activities.
6. Maintain an overview of the financial situation of the Project, to ensure that timely administrative support is provided in general and particular areas. Assist in maintaining project financial transaction and reporting systems in accordance with the ILO financial rules and regulations. Prepare administrative and finance related briefing materials for reporting purposes and meetings with donors. Keep abreast of the progress report requirements and timetable, to assist in the preparation of the submission.
7. Provide information to project's Implementing Partners on ILO administrative and financial procedures. Inform the concerned officials of potential difficulties that may arise from the administrative and finance management capacity and competence of implementing partners to address the problem in timely manner.
8. Provide interpretation and informal and formal translation.
9. Perform other duties as may be assigned by the supervisor.

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

Education

Completion of secondary school education, plus formal training in accounting and/or finance from a recognized commercial school or equivalent.

Language

Excellent knowledge of Arabic and English both written and spoken.

Experience

At least five years of relevant work experience, including record keeping and processing of information. Familiarity with UN and ILO procedures will be an advantage.

Competencies

Knowledge of rules and procedures related to the various components of the project area. Knowledge of the office's operations. Ability to work with word processing and spreadsheet software, social media as well as computer software packages required for work. Ability to work well with colleagues. Ability to organize own work. Ability to maintain records and prepare clerical reports and statements. Ability to work in a team and to work under pressure. Must demonstrate responsible behaviour and attention to details. Knowledge of gender issues will be an asset.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: JOD 17,606 p.a
Basic Salary: JOD 14,263 p.a

Allowances and benefits

UN Pension Scheme
Health Insurance Scheme
30 working days' annual leave for one year contract

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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