



VACANCY ANNOUNCEMENT

VACANCY No:	2017/17
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:	National Administrative / Finance Officer
Grade of the post:	NOA
Contract Type:	Short-Term appointment
Duty Station:	Amman - Jordan
Duration of Post:	10 months
Organization unit:	Regional Office for Arab States
Deadline of application:	26 November 2017

1. Introduction:

In June 2017, and through the ILO's efforts to have sector-specific interventions to formalise jobs and provide decent work environments, the Ministry of Labour and the General Federation of Jordanian Trade Unions (GFJTU) signed a Memorandum of Understanding (MOU) that eases the process of issuing work permits for Syrian refugees in the construction sector. The agreement allows for work permits to be issued through GFJTU. Applicants for the new work permits must hold a Recognition of Prior Learning (RPL) certificate, which is obtained through the Centre for Accreditation and Quality Assurance (CAQA). The permits are issued for renewable one-year periods. The Recognition of Prior Learning Certificate will help employers by matching job requirements to workers with the right skills, and the workers will be covered in cases of work-related injuries through purchased insurance.

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.

2. Reporting lines:

The National Administrative / Finance officer would be requested to provide technical support with the processing of financial transactions, monitor compliance with UNHCR and UN Financial Regulations and Rules and provide support to execute administrative tasks as required.

Under the general supervision of the Crisis Response Coordinator, the incumbent will perform the following tasks in close collaboration and guidance from the Specialists of the Decent Work Team based in Beirut, including the different units at RO-Beirut.

3. Duties and responsibilities:

1. Review and analyse country specific development plans and priorities, socioeconomic data, reports and other relevant information; identify potential development cooperation project areas and provide written analysis on the findings to management.
2. Monitor progress of ILO development cooperation programmes, projects and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
3. Follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet project targets.
4. Provide programming and administrative support to development cooperation programmes and projects in areas of responsibility.
5. Prepare briefs, periodical reports and statistical data on status of development cooperation programme/project activities.
6. Collect and edit basic data required for planning and negotiation of programme/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.
7. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action.
8. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on project activities and performance.
9. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
10. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on development cooperation programme/project matters.

11. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
12. Undertake missions to project sites, normally accompanying other officials.
13. Supervise the work of support staff.
14. Perform other duties as may be assigned by the supervisor.

4. Required qualifications:

Education:

First level university degree in a relevant field, in particular in Accounting, Finance, Public or Business Administration, IT Economics or related field.

Language

Excellent command of one working language of the office. Good knowledge of Arabic and English both written and spoken.

Experience:

At least one year of professional experience at the national level in the area of administrative and financial tasks. Familiarity with UN and ILO procedures will be an advantage.

Competencies:

- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Knowledge of rules and procedures related to the various components of the project area. Knowledge of the office's financial rules and regulations
- Ability to organize own work.
- Good knowledge of the context and challenges for the project areas of expertise
- Strong analytical skills and ability to justify requirements and approaches to problem resolution and good drafting skills
- Good ability to interpret project information and to identify and analyze problems with implementation
- Ability to communicate effectively both orally and in writing. Ability to clarify information
- Demonstrate collaborative and team work experience and ability to work effectively with a multicultural and interdisciplinary team as well as work on his/her own initiative
- Ability to work independently, quickly, precisely, and take initiative and responsibility
- Ability to work under pressure and to meet the deadline
- Proficient in Microsoft Words, Power Point, Excel, web-browsers and database applications
- Ability to deal with people with tact and diplomacy.
- Ability to work in a multicultural environment and gender sensitive behaviour and attitudes are required.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: JOD 32,786.- p.a.

Basic Salary: JOD 26,119 - p.a.

Allowances and benefits

UN Pension Scheme

Health Insurance Scheme

2.5 working days' annual leave per month

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.

* * * * *