



VACANCY ANNOUNCEMENT

VACANCY No:	2017/19 (Re-advertised)
Project Title:	Employment Intensive Investment Programme for Jordanian and Syrian Refugees
Position Title:	Data Entry Support
Grade of the post:	GS-3
Contract Type:	Fixed-Term appointment
Duty Station:	Mafraq and Irbid - Jordan
Duration of Post:	12 months with possible extension
Organization unit:	Regional Office for Arab States
Deadline of application:	14 April 2018

Jordan, through its Compact presented at the February 2016 London Conference “Supporting Syria and the Region” has now pledged to deliver up to 200,000 working permits to Syrian refugees.

While envisaged investments and expanded trade in Jordan resulting from the London Conference will create jobs in the long term, it is of crucial importance to allow for both Syrian refugees and vulnerable Jordanians to secure decent livelihoods in the meantime. To this end, it is proposed to implement Employment Intensive Investment Projects that link decent work with asset creation / maintenance in the communities.

Against this backdrop, the ILO, is launched its “Employment Intensive Investment Project for Jordanians and Syrian Refugees” in June 2016. The Phase II of the programme is funded by KFW (federal Reconstruction Credit Institute) with a total budget of 10 million Euros aims to improve living conditions for Jordanians in host communities and Syrian Refugees through increased employment and improved infrastructure.

As part of the reporting requirement, the project is required to maintain employment data and report on monthly basis. The Monitoring Assistant will work under the guidance of the Communications, Community Development & Monitoring Officer. S/he will report to the Chief Technical Adviser. S/he will work in close collaboration with the rest of the project team.

1) **Duties and responsibilities:**

- 1) Prepare and sort received documents and identifying forms that need to be entered into Data Collection Software or Access Data base as per the project requirement.
- 2) Entering all Monitoring relevant information into the Online System or the Access Data Base as per the requirement and guidance from M&E Officer.
- 3) Make sure all the documents are filed systematically as per the existing filing system.
- 4) Ensure accuracy of entered data and comparing it with the existing filing system to make sure all records are consistent and aligned.

- 5) Provide reports on any documents that are not submitted timely or inconsistent to the requirements.
- 6) Following up with Ministries, Contractors and Municipalities to get all the documents required for the project on time.
- 7) Support the coordination and execution of events, missions, evaluations and research.
- 8) Provide the Monitoring Officer in Amman with all the reports needed from the field.
- 9) Being responsible for the safety of the records hard copies and soft copies.
- 10) Perform any other duties assigned by the supervisor.

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

Education

Completion of Secondary education

Language

Excellent knowledge of the local language and some knowledge of the working language of the duty station i.e. English.

Experience

Two years of related working experience.

Competencies – Ability to understand and follow work instructions. Knowledge of general office procedures and work related methods. Ability to use computers for word processing and data entry or record keeping. Ability to perform assigned duties with speed and accuracy. Typists must have the demonstrated ability to type at the prescribed speed of the Office. Ability to maintain records and files of moderate complexity. Ability to respond appropriately to supervision. Ability to work in a team. Ability to plan and organize own work assignments.

The official is **REQUIRED** to reside at the respective duty station. Applicants should indicate their preferred duty station and only shortlisted applicants will be contacted.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: 12,433 JOD

Basic Salary: 10,069 JOD

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.
