

***Building Responsible Value Chains in Asia
through the Promotion of Decent Work in Business Operations***

Terms of Reference: Training and Research Officer (NOA)

Title: Training and Research Officer

Grade: NOA

Contract type: Fixed term, Development Cooperation (DC)

Duration: 1 year (with a possibility to extend until the end of 2023)

Duty station: Tokyo

General information of the Department.

ILO office for Japan

This position is based in the ILO Office for Japan (ILO-Tokyo). ILO-Tokyo is responsible for representing the ILO in the country and for undertaking advocacy and outreach functions. The main objective of the office is to strengthen the relationship between the ILO and its tripartite constituents in Japan. ILO-Tokyo is responsible for providing constituents with technical advisory support services to fulfil ILO's mandate in the framework of their needs and priorities.

Brief description of the Project.

The project "Building Responsible Value Chains in Asia through the Promotion of Decent Work in Business Operations", will be implemented in the context of an increasing demand on companies to respect human rights and labour rights in their operations, and to promote respect for such rights in their supply chains, including by conducting due diligence. At the same time, there is recognition that many sustainability challenges and opportunities in global supply chains relate to structural and systemic issues at the national level that require collective action beyond what an individual company or the private sector can achieve on its own. Based on the experience of the ILO/Better Work programme in creating a path for sustainable compliance and of the ILO Multinational Enterprises and Enterprise Engagement Unit (MULTI) in supporting constituents in using the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration) as a framework for action, this programme aims at putting in place supportive measures to accompany all enterprises efforts' to promote compliance with national law and respect for the principles of international standards, more specifically the fundamental principles and rights at work and to promote resilient, responsible and sustainable workplaces in supply chains in Asia.

The two-year project, funded by the Japanese Ministry of Economy, Trade and Industry (METI), will target the following countries and sectors: Bangladesh (garment), Cambodia (garment), Japan (garment, electronics and automotive parts) and Vietnam (garment and electronics). The ultimate objective is to improve working conditions and the well-being of workers and support firms in the specified sectors to make improvements in productivity and responsible business practices that sustain these gains.

The Training and Research Officer will assist in managing internal and external training and capacity building services, as well as supporting the research component of the project. It is provisionally expected 70% of the time will be on training and 30% will be on supporting the research. The incumbent support both the day to day operations of the programme's training work and the wider strategic development of the training programme, including new course development and innovative approaches to delivery and management.

Reporting Lines.

The incumbent reports to the Programme Coordinator of this project and receives technical guidance from Senior Technical Specialist, Training and Capacity Building in Better Work Global team, MULTI Unit and Sectoral Policies Department (SECTOR) in Headquarters. The Director of the ILO Tokyo Office is the higher level chief.

(There is an ongoing discussion to establish a new project on resilient, inclusive and sustainable supply chains in Asia, including activities in Japan. Once this project is established, there is a possibility that reporting line and the activities are updated accordingly to accommodate the needs of the two projects.)

Main Duties and responsibilities

In this assignment, the incumbent will undertake the following duties and responsibilities:

1. Plan, coordinate and develop training and capacity building activities, e-learning modules and support materials.
2. Oversee, coordinate and deliver a range of training and capacity building initiatives including classroom-based training activities and online seminars.
3. Monitor the quality of delivery of the training programmes by external providers and provide regular feedback to the service provider.
4. Provide timely, accurate and pertinent information on the execution of training programme. Establish and maintain relevant databases of training related information, and collect, organize and collate information and disseminate information when required.
5. Assist in the coordination of the research in liaison with external partners and researchers, including contributing to planning, providing guidance and managing logistics.
6. Contribute to disseminating the research and learning through preparing briefs and communication materials for external audiences and organizing events.
7. Follow-up with relevant technical officers and counterparts from government departments, business and employers' organizations, trade unions, industrial associations, research entities, NGOs and other stakeholders to expedite the implementation and meet the targets.
8. Collaborate with colleagues in the ILO Office for Tokyo and technical specialists from relevant ILO branches.
9. Participate in the briefing of parties interested in project activities, including the media, academics and other stakeholders as requested by the Programme Coordinator.
10. Provide interpretation in the training sessions and meetings where necessary, translate materials and/or ensure the quality of translations.
11. Perform other duties as may be assigned by the Programme Coordinator.

Qualifications and Experience.

Education: University degree (Bachelor's or equivalent) in adult education, international development, human resource management, law or other relevant fields.

Experience: Minimum two years of work experience in a training or capacity building role, corporate social responsibility, particularly in the field of labour standards compliance and remediation, or other relevant fields. Experience in industrial relations and building of social dialogue between management and worker representatives at the workplace will be an advantage, particularly if it is with an international agency and/or the private sector. Working experience in either the electronics and/or the automotive sectors would be a strong advantage.

Languages: Excellent command of Japanese and English, both written and verbal.

Competencies:

- Very good knowledge of training techniques and methods, proven ability to develop training materials, and conduct training courses for a diverse range of trainees. Experience in developing online or/and hybrid style courses is not mandatory but an advantage. Good group facilitation, interpersonal and conflict resolution skills.
- Understanding of issues and principles of social dialogue, fundamental principles and rights at work and/or Business and Human Rights. Willingness to continuously expand his/her own knowledge on the topic related to decent work.
- Ability to monitor the effectiveness of training and capacity building initiatives undertaken by partner organizations/ consultants.
- Drafting skills and demonstrated ability to prepare reports both in English and Japanese.
- Analytical skills including the ability to collect, analyse and interpret data.
- Strong understanding of principles of gender equality, diversity and inclusion, and equal opportunity and how these principles can be promoted as part of the responsibilities of the position.
- Self-motivated and ability to work independently with minimal supervision in an outcome-based work culture as well as contributing to the work of a team.
- Good communication skills. Demonstrated ability to work and communicate with people in a polite, courteous and cooperative manner, with high standards of ethical conduct.