

# Job Title: National Project Coordinator



International  
Labour  
Organization

**Grade:** NOB

**Vacancy no.:** DC/NEWDELHI/NO/2021/06

**Publication date:** 15 September 2021

**Application deadline (midnight India time):** 06 October 2021

**Job ID:** 6625

**Department:** RO-Asia and the Pacific

**Organization Unit:** DWT/CO-New Delhi

**Location:** New Delhi

**Contract type:** Fixed Term

**Contract duration:** One year (with possibility of extension up to 18 months)

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Under article 4.2, paragraph (e) of the Staff Regulations, the filling of vacancies in technical cooperation projects does not fall under Annex I of the Staff Regulations and is made by direct selection by the Director-General.

In order to support the best informed process in the filling of the above-mentioned vacancy by direct selection, the ILO invites interested candidates to submit their application online by the above date.

The following are eligible to apply:

- External candidates\*

\*The recruitment process for National Officer positions is subject to specific local recruitment and eligibility criteria.

Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organization. A one-year fixed-term contract will be given. Extensions of technical cooperation contracts are subject to various elements including the following: availability of funds, continuing need of the functions and satisfactory conduct and performance.

\*Conditions of employment for external candidates: In conformity with existing ILO practice, the appointment of an external candidate will normally be made at the first step of this grade. The entry level salary for this position is INR 2,275,397 yearly, less deductions for pension and medical.

## Introduction

The India@75 strategy underscores the need for effective waste management rules and 'waste to wealth'. Yet, inadequate waste collection, transport, treatment, disposal and regulatory compliance continue to pose environmental and health challenges in India, along with appalling decent work deficits and associated stigma. Almost all waste finds its way into the informal sector and is the only livelihood means for many traditionally marginalized communities, including women and youth. Waste accounts for 3.7 per cent of greenhouse gas (GHG) emissions in the country. COVID-19 has amplified the demand for effective municipal solid and liquid waste management (SLWM). The 'Promoting green-decent job creation in the waste value chain sector in India [bio-medical, plastic and chemical waste] project will complement efforts to improve the development of the waste value chain in accordance with a Just Transition (JT) by creating more and better-quality formal jobs, particularly for women, and supporting a green recovery. The project supports the Government and social partners in achieving a JT towards inclusive and environmentally sustainable economies and societies for all by improving solid and liquid waste (SLW) at the central and municipal levels.

The project aim is to support a Just Transition in municipal SLW with a focus on bio-medical, plastic and chemical waste, all of which has seen rise due to the COVID-19 pandemic. The project will adopt a three-tiered inter-linked approach: National, Meso and Micro or Local level. Outputs will include development of a comprehensive, gender-responsive national plan involving social partners; a value chain study; capacity development; waste value chain development; and regulatory frameworks and financing options. Additionally, pilots will be undertaken in Pune and Ahmedabad cities.

The project will be implemented within the 5-year programme framework of ILO, 'India Decent Work Country Programme – 2018-22', a commitment agreed and signed jointly by the ILO, Government of India, and employers' and workers' organisations.

The ILO Country Office for India is looking for a qualified candidate to manage the implementation of the project as the National Project Coordinator (NPC).

**Reporting lines:**

The National Project Coordinator (NPC) will work under the overall guidance and supervision of the Deputy Director of the ILO Country Office for India, and will work closely with the Programming unit in the Country Office and with relevant technical specialists in the Decent Work team for South Asia.

## **Description of Duties**

- Monitor progress against implementation plan and update, and assist in preparing technical reports.
- Maintain close linkage and communication with Government, workers' and employers' organizations and other relevant organizations for implementation of project activities.
- Stay abreast of the political and socio-economic situation and propose actions in response to new and emerging operational challenges.
- Ensure effective financial management of the project including generation of financial reports for donor.
- Participate in negotiations with key stakeholders, including Municipalities, State and Local Government Officials to discuss project scope, activities and requirements.
- Support in the selection and hiring of external collaborators for project activities, including business development service providers for training activities, as well as in the review of the deliverables / products as required.
- Ensure effective coordination with relevant national policies and promote new opportunities for collaboration with other ILO projects, or other UN agencies, in planning and executing project activities.
- Assist in resource mobilisation and engagement with government and private sector for strategic partnerships where possible.
- Work closely with the Office's communication officer to develop and implement a project's strategy for visibility and impacts at the national and state levels, including preparation of press releases and speaking points for ILO officials.
- Plan, organize and conduct seminars, workshops, training and meetings. Undertake missions to project intervention sites/areas in India as needed.
- Perform other relevant duties as assigned.

## **Required qualifications**

### **Education**

First university degree in economics, waste or environment management, business management, or other relevant fields.

### **Experience**

Minimum of three years of professional work experience in programme and/or project planning, monitoring, implementation and evaluation activities. Experience in working on waste management issues in India would be an asset.

### **Languages**

Excellent command in English and Hindi. Knowledge of other languages in India would be an advantage.

### **Competencies**

- Good knowledge of programming and results-based management (RBM) principles and concepts.
  - Knowledge of the programming cycle (planning, monitoring, reporting and evaluation).
  - Good understanding of waste management issues in India.
  - Knowledge of resource mobilization.
  - Political awareness and understanding of socio-economic factors.
  - Knowledge of methods and techniques for designing and assessing quality and efficiency of process execution.
  - Good knowledge of PC software (including word processor, spreadsheet and presentation software) such as Microsoft Office.
  - Knowledge of gender mainstreaming principles and approaches.
- In addition to the ILO core competencies [Integrity and transparency, Sensitivity to diversity, Orientation to learning and knowledge sharing, Client orientation, Communication, Orientation to change, Takes responsibility for performance, Quality orientation, Collaboration], this position requires:
- Ability to interpret and work within applicable rules, regulations, policies and procedures.
  - Research and analytical skills.
  - Drafting skills.
  - Ability to maintain effective working relationships with key stakeholders.
  - Ability to manage competing priorities.
  - Ability to adapt quickly to new software and systems.
  - Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes and a commitment to gender equality.

Recruitment process.

**Recruitment process**

Please note that all candidates must complete an on-line application form. To apply, please visit ILO People. The system provides instructions for online application procedures.

ILO is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply.

**Fraud warning**

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.