

Job Title: National Project Coordinator



International
Labour
Organization

Grade: NOB

Vacancy no.: DC/NEWDELHI/NO/2021/05

Publication date: 15 September 2021

Application deadline (midnight India time): 06 October 2021

Job ID: 6642

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)

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:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates*

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

The ILO values diversity among its staff and welcomes applications from qualified female candidates. We also encourage applicants with disabilities. If you are unable to complete our online application form due to a disability, please send an email to ilojobs@ilo.org.

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 medical and pension benefits.

Introduction

Enhancing female labour force participation (FLFP) and improving women's access to decent employment opportunities have been an important work area for realizing gender equality and sustainable development as stated in India's Decent Work Country Programme. The COVID-19 has amplified its importance as it brought increased demand for unpaid care work which will likely result in further decline in FLFP. Women workers are generally disadvantaged in accessing decent work and the pandemic has deteriorated the working conditions of women workers particularly in the care sectors. For creating a better normal to realize gender equality and decent work for all, India needs to create more decent employment opportunities, improve the working conditions of workers in the care sector who are mostly women, and work towards promoting a better sharing of unpaid care responsibilities. In this context, the ILO Country Office for India will implement an 18-month project entitled "Expanding decent work opportunities in the care economy in India". The project will contribute to the delivery of the India Decent Work Country Programme (2018-2022), a country programme framework signed by the ILO, Government of India, and Employers' and Workers' Organizations. The project supports key national institutions in strengthening their capacity to address one of the major barriers confronting women, care burden, for enhancing female labour force participation and women's access to decent work in India. The ILO provides technical assistance in carrying out a series of assessments on investment needs and job creation potential in the care economy for evidence-based development of a national strategy on the sector and for guiding policy makers on increasing budgetary allocation for the development of the sector. The project facilitates tripartite dialogue at national and state levels (two pilot states), and supports the workers' and employers' organizations to develop a strategy for improving the rights and working conditions of care sector workers, and promoting measures for a more balanced sharing of family responsibilities.

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 Country Office Programme Officer and relevant technical specialists in the sub-region.

Description of Duties

- Prepare workplan to complete all project activities including undertaking of studies, organization of meetings, preparation of technical reports.
- Manage the implementation of the project according to the agreed workplan and regularly monitor implementation progress and carry out evaluation of the project.
- 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.
- In cooperation with technical specialists, draft substantive inputs for programme framework documents, project proposals, reports and other documents
- Prepare progress reports including financial reports for monitoring and reporting purposes in alignment with the India Decent Work Country Programme and according to the requirement of the Office.
- Participate in negotiations with key stakeholders to discuss project scope, activities and requirements.
- Prepare implementation agreements as required, ensuring consistency with requirements and timelines for project implementation.
- Seek opportunities to build and enhance partnerships with a range of stakeholders. Participate in resource mobilization activities. Organize and participate in meetings to facilitate collaboration between the different actors. Participate in interagency fora and meetings with a view to identifying areas for joint activities.
- Keep abreast of changes to applicable standards and best practices. Share knowledge to staff.
- Maintain close communication with technical specialists and programme officer of the Office.
- Provide inputs to support the Office's communication activities, including preparation of press releases and speaking points for ILO officials.
- 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.
- 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 level university degree in economics, social sciences, or related field and strong knowledge on development issues particularly in *India*

Experience

Minimum of three years of professional work experience in programme and/or project planning, monitoring, implementation and evaluation activities. Experience in working on labour and gender issues in India.

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 gender issues in the world of work 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.

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.

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.

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.