



International Labour Office

JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. *This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.*
2. *Time frame required by HRD to review the JD: minimum two weeks*

<i>For HRD Use Only</i>	
Job Description Received:	
Approved & Returned:	

Organisational Unit/Department:	ILO Office for Turkey
Technical Responsible Unit/Department:	ILO Office for Turkey / ILO Migrant Branch
Technical Cooperation Programme:	Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey
Centralised or Decentralised Project:	Decentralized
Position (Title):	Project Coordinator (National Programme Officer)
Proposed grade (to be confirmed by HRD):	NOB
Duty Station:	Ankara, Turkey
Type of contract (SST, ST or FT):	FT
Source of funding (TC, PSI or RBSA):	TC
Duration:	Until 31.12.2019

1. **Introduction: general information about the context in which the official will work / background on the project:**

The project is funded by the EU Trust Fund and links to CPO TUR 159 (Policies and programmes implemented by constituents aimed at protecting migrant workers' rights and promoting decent employment for the Syrian refugees and migrant workers -Outcome 9).

The project is based on three specific objectives, further reinforced by cross-cutting actions, to facilitate the early entry of Syrian refugees and Turkish workers from host communities into the labour market and to help them develop, strengthen and upgrade their skills and competences as required. In addition, the project will support both communities where relevant through entrepreneurship training and business services development, supporting of active labour market policies, leveraging opportunities identified by regional development agencies, private sector actors and value chain analysis methodology.

The project builds on ILO interventions on the Syrian refugee crisis in Turkey since 2014, promoting comprehensive short- and medium-term employment-rich measures to be implemented within the framework of Turkey's overall response and the Regional Refugee and Resilience Plan (3RP).

Three integrated objectives of the project are to:

- Increase the availability of a skilled, competent and productive labour supply to facilitate access to decent work for Syrian refugees and Turkish host communities.
- Promote an enabling environment for business development and economic growth in identified sectors and geographic locations to address job creation and stimulate entrepreneurship opportunities for Syrian refugees and Turkish host communities.
- Provide support to labour market governance institutions and mechanisms in implementing inclusive development strategies.

Pilot provinces of the project are Ankara, İstanbul, Bursa, Konya, Gaziantep, Şanlıurfa, Adana, Mersin, Hatay.

The ILO will be operationally and technically responsible for the referred project which will be implemented and managed by the ILO in close cooperation with International Organisation for Migration (IOM), national authorities and social partners. The Project Coordinator will be the main responsible person for the smooth implementation of the project according to ILO rules, donor requirements and in line with project cycle management principles, and undertake the below mentioned duties.

2. Reporting lines:

The Project Coordinator will report to the Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

1. Ensure effective implementation of the “Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey project.
2. Ensure timely and efficient delivery of outputs and achievement of results in conformity with ILO rules, policies and programme strategies, as well as donor requirements.
3. Monitor progress of the project and activities by reviewing, preparing, verifying and analysing work-plans, progress reports, and other data.
4. Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of project activities.
5. Guide and oversee the work of the staff under the project and ensure effective coordination and collaboration between the various project components, as well as other projects in the same area.
6. Ensure coordination among the members of the project management team, the beneficiary institutions, the IOM and the other project stakeholders and project target groups.
7. Liaise closely with the IOM to ensure that the relevant activities undertaken by the IOM are implemented as described in the relevant agreement, and in coherence and coordinated manner with the other activities to be implemented by ILO.
8. Ensure timely preparation and submission of project technical and financial reports as outlined in the donor agreement.
9. Oversee the organization of conferences, seminars, workshops, training sessions and meetings, and participate as necessary. Serve as a focal point for selected technical subjects and attend meetings, workshops and inter-agency meetings, and present reports and papers.
10. Contribute to the selection of national and international consultants; provide them with necessary background documentation and ensure availability of clear guidelines and terms of references for the expected work to be done; monitor their work and ensure quality outputs.
11. Identify national and international specialists and institutions to ensure that capacity building and technical guidance is provided as required to the direct and ultimate beneficiaries.
12. Review relevant documents/information on the impact of the Syria crisis in Turkey that are produced by the Government, research institutions, universities, other UN agencies, and other development partners; and make use of them for better response to the crisis in Turkey.
13. Monitor the expenditure, budget realisations and delivery rates; and suggest necessary revisions and reallocations in a timely manner.
14. Undertake regular missions to project sites and conduct regular meetings with stakeholders and beneficiaries.



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15. Provide strategic advice to the beneficiary, the ILO, the team members as well as the project stakeholders or relevant institutions on the project progress, issues, and necessary actions to be taken for the timely delivery of the expected project outputs.
16. Draft and edit official correspondence, statements and speeches and other public information material
17. Perform other duties as may be assigned by the Director of ILO Office for Turkey.

Qualifications requirements:

Education

- First level university degree in Social Sciences, Economics, Business Administration or relevant fields.

Experience

- At least five years of general professional experience.
- At least three years of professional experience in implementation of projects/programmes in the field of employment, entrepreneurship, social policies, refugees or migrants in a managerial function.
- Implementation of EU funded projects/programmes would be an asset.

Languages

- Excellent command of English and Turkish

Competencies

- Excellent managerial skills
- Good knowledge of programme and budget, project formulation, administration and evaluation techniques and practices.
- Good knowledge of the role and operations of UN system activities for development.
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- Excellent drafting skills.
- Ability to communicate effectively both orally and in writing.
- Excellent analytical skills.
- Ability to supervise staff.
- Good organizational skills.
- Ability to work on own initiative as well as a member of a team.