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

Organisational Unit/Department: ILO Office for Turkey

Technical Responsible Unit/Department: ILO Office for Turkey / ILO Migrant Branch

Technical Cooperation Programme: Improving Labour Market Integration of Syrian Refugees and Host Communities in Turkey

Centralised or Decentralised Project: Decentralized

Position (Title): National Officer for Employment

Proposed grade (to be confirmed by HRD): NOA

Duty Station: Ankara, Turkey

Type of contract (SST, ST or FT): ST

Source of funding (TC, PSI or RBSA): TC

Duration: Until 30.09.2018

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

The project is funded by the U.S The Bureau of Population, Refugees and Migration (PRM) 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 aims to enhance decent work opportunities for both refugees and host communities. The project is based on three integrated pillars, further reinforced by cross-cutting actions, to facilitate the early entry of Syrian refugees and Turkish workers from host communities into the labour market at the local level and to help them develop, strengthen and upgrade their skills and competences as required. Among the key components will be vocational training based on local labour market needs, vocational guidance and counselling services linked to public employment services to facilitate post-training job placements. In addition, the project will support both communities where relevant through entrepreneurship training and business services development, supporting active labour market policies and leveraging opportunities identified by regional development agencies, private sector actors and value chain analysis methodology.

The main 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.
- Support 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 strengthen labour market governance institutions and mechanisms to assist Turkey in implementing inclusive development strategies.
The ILO will be operationally and technically responsible for the implementation of the project in close cooperation with national social partners. The National Officer for Employment will assist the National Programme Officer and will undertake the below mentioned duties.

2. Reporting lines:

The National Officer for Employment will report to the Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

1. Be responsible for the technical and administrative implementation of the employment and skills-development related components of “Improving Labour Market Integration of Syrian Refugees and Host Communities in Turkey” project.

2. Review and analyze relevant documents/information with particular reference to skills and employability produced by the Government, research institutions, universities, other UN agencies, and external collaborators; and provide written analysis on the findings to management.

3. Monitor progress of the project and activities related to skills development and employability by preparing, reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.

4. Assist in the programming and control of resources of the project, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations for remedial action. Identify problems, propose solutions and actions.

5. Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of relevant project activities.

6. Provide strategic advice to the ILO, the team members as well as the project stakeholders or relevant institutions on the necessary actions to be taken for the timely delivery of the expected project outputs.

7. Oversee the organization of conferences, seminars, workshops, training sessions and meetings.

8. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.

9. Draft and edit official correspondence, statements and speeches and other public information material.

10. Undertake regular missions to project sites and conduct regular meetings with stakeholders and beneficiaries, as deemed necessary.

11. Perform necessary tasks under the ILO’s internal integrated resource utilization system and software

12. Perform other duties as may be assigned by the Director of ILO Office for Turkey and the National Programme Officer (project coordinator).

Qualifications requirements:

Education
- First level university degree in Economics, Sociology, Social Sciences or related fields.
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For HRD Use Only
Job Description Received:
Approved & Returned:

Experience
- Two years of professional experience at the national level in the fields of social policy, employment, skills development, public affairs and social integration of vulnerable groups.
- Experience in designing, implementation and monitoring of projects/programmes.
- Experience in working with vulnerable groups and/or refugees will be an asset.
- Experience in employment, skills development and vocational training will be an asset.

Languages
- Excellent command of English and Turkish.

Competencies
- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Knowledge of main principles and sound financial management.
- Knowledge of office-wide activities and objectives.
- Ability to interpret project information and to identify and analyze problems with implementation.
- Good drafting skills.
- Ability to communicate effectively both orally and in writing.
- Ability to clarify information.
- Good computer applications skills.
- Organizational skills.
- Ability to work on own initiative as well as a member of a team.
- Ability to deal with people with tact and diplomacy.
- Ability to supervise staff.