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: Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey

Centralised or Decentralised Project: Decentralized

Position (Title): Monitoring Officer

Proposed grade (to be confirmed by HRD): NOA

Duty Station: Ankara, Turkey

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

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

Duration: Until 31.01.2020

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 and Hatay.

The ILO will be operationally and technically responsible for the management and implementation of the project in close cooperation with International Organisation for Migration (IOM), national authorities and social partners. The Monitoring Officer will work closely with the Project Coordinator (National Programme Officer) and will undertake the below mentioned duties.

2. Reporting lines:

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

3. Main duties and responsibilities:

1. Monitor the implementation of project activities based on a results based management approach of the ILO.
2. Collect data and information regarding the progress of achievement of project indicators and outputs; prepare and submit reports on progress to the project management and Office Director.
3. Monitor the quality, effectiveness, efficiency and sustainability of activities with a view to ensuring that rigorous quality standards are maintained.
4. Suggest strategies to the project management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities, highlighting potential risks to project delivery, and making suggestions and developing plans to minimize or eliminate such risks.
5. Prepare and follow up a risk register for the project in line with the Office’s overall risk register.
6. Ensure that analysis and findings from monitoring activities are of high quality and are communicated to internal and external stakeholders effectively and on time.
7. Provide input to the quarterly and yearly progress reports.
8. Initiate and manage the process of interim/final and internal/external evaluations in accordance with established requirements in ILO Policy Guidelines for Evaluation.
9. Assist the project staff with M&E and result-based management (RBM) tools and support them in their use.
10. Perform other duties as may be assigned by the Director of the ILO Office for Turkey.

Qualifications requirements:

Education
- First level university degree in Economics, Social or mathematical Sciences or any other related field.

Experience
- At least three years of professional experience in the monitoring and/or evaluation of development projects and programmes, preferably in the area of social policy and employment.
- Experience in monitoring of EU-funded projects will be an asset.
- Experience in implementation of result-based management will be an asset
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For HRD Use Only
| Job Description Received: |
| Approved & Returned: |

- Experience in working with vulnerable groups and/or refugees will be an asset.

Languages
- Excellent command of English and Turkish (oral and written)

Competencies
- Good drafting skills.
- Good interpersonal and communication skills.
- Ability to communicate effectively both orally and in writing.
- Strong analytical skills and ability to justify requirements and approaches to problem solving.
- Knowledge of the ILO’s mandate and its programme of activities as well as social partners and actors in the sector.
- Good analytical skills.
- Good knowledge of computer applications for information collection, information management and dissemination.
- Good knowledge of UN system evaluation standards and methodologies and RBM principles and concepts.
- Knowledge of methods for the monitoring and evaluation of socio-economic development programmes and projects with specialization in the application of qualitative and quantitative methods.
- Proven ability to provide technical support to ILO project and programme staff in areas related to monitoring and evaluation.
- Ability to work on own initiative as well as a member of a team.