



Organisation internationale du Travail

B.P. 414 - DAKAR (Sénégal)

International Labour Organization

P.O. BOX 414 - DAKAR (Senegal)



ETD/BP-DAKAR

Equipe d'Appui Technique de l'OIT au travail décent pour
l'Afrique Occidentale & Bureau de Pays de l'OIT pour le
Sénégal, le Cabo Verde, la Gambie, la Guinée et
la Guinée-Bissau

DWT/CO-Dakar

ILO Decent Work Team for West Africa &
ILO Country Office for Senegal, Cabo Verde,
The Gambia, Guinea and Guinea-Bissau

RECRUITMENT NOTICE

N° DWT/DK 001/2017

The ILO Office in Dakar is recruiting for the "Support to trading partners including GSP+ beneficiary countries to effectively implement ILS and comply with reporting obligations – Cabo Verde" Project, which is carried out with funding by the European Union:

Position Title: National Project Coordinator (NPC)
Duty station: Praia, Cabo Verde
Duration of contract: 12 months (part-time / 50%) with possibility of extension
Professional category: National Officer
Grade: NO / B

Composition of the application:

- A cover letter;
- A detailed Curriculum Vitae;
- Copies of diplomas obtained.

Application in English or Portuguese, including the above-mentioned items, must be sent under confidential cover with obligatory mention of the title of the post to the following postal address:

OIT
Edificio Nações Unidas, Praia
Cabo Verde

or by E-mail to dakarecruitment@ilo.org

Deadline for submission of applications: applications must reach the ILO by 14 February 2017, 23:59 (GMT)

NB: Only the shortlisted candidates will be notified and invited to an interview and / or final selection tests.

Dakar, 30/01/2017



TERMS OF REFERENCE

Introduction:

The International Labour Organization is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues.

The project “Support to trading partners including GSP+ beneficiary countries to effectively implement ILS and comply with reporting obligations” is carried out with funding by the European Union and targets six countries member States of the ILO that are also trading partners/beneficiaries of the GSP+ scheme of the EU, including Cabo Verde. The overall objective is to contribute to improving compliance with the eight fundamental ILO Conventions, with a view to reducing and progressively eliminating discrimination, forced labour, child labour, and violations of freedom of association. The strategy will be to act on several fronts with the aim of achieving closer compliance with ratified fundamental Conventions and reporting on progress made.

The project will influence processes that are already on-going (the country has ratified the fundamental Conventions of the ILO and pursues a dialogue aimed at full implementation with the ILO supervisory mechanism and bodies). The global result areas towards which the project will work are as follows:

1. The country increases compliance with its reporting obligations with respect to the ILO’s fundamental Conventions.
2. The output of the reporting process at country level is improved (or enriched where already good) thanks to the active and effective participation of tripartite partners.
3. Tripartite constituents are enabled to increase their institutional capacity through training on ILS and their supervisory mechanisms, which they can adapt and replicate.
4. National curricula on ILS are available and taught at national training institutions.
5. Application of fundamental ILS is strengthened through initiatives and action by tripartite constituents, parliamentarians and judges (at central and local level).

Main duties and responsibilities:

The Praia-based Project Coordinator will substantively support the implementation and coordination of the project activities in Cabo Verde based on the project objectives, outcomes and budget, as set out in the project document. S/he will work under general guidance of the ILO DWT/CO Dakar Director, technical supervision of the International Labour Standards and Labour Law Specialist and in coordination with the ILO Focal Point in Praia.

S/he will carry out the following duties:

1. Coordinate the activities in Cabo Verde in conformity with project objectives and guidelines and in close collaboration with DWT/CO Dakar, ILO focal point in Cabo Verde, the EU Delegation in Praia, ILO constituents, project partners, international and national experts; Identify difficulties and find solutions ensuring timely fulfilment of all obligations and timely delivery of the project outputs.
2. Liaise with EU Delegation, national tripartite constituents and other stakeholders in order to facilitate project implementation. Liaise with the DWT/CO Dakar and ILO focal point in Praia to ensure coordination with other on-going initiatives in Cabo Verde.
3. Organize conferences, seminars, workshops, training sessions and meetings and support the organization of any project monitoring activities, as appropriate. Draft terms of reference for consultants or service providers and monitor the work of the consultants or service providers to ensure timely output. Draft seminar/conference agendas in consultation with DWT/CO Dakar. Participate as resource person during conferences, seminars, workshops, training sessions and meetings; disseminate the minutes of meetings/conferences/trainings.

4. Support training activities and identify or adapt training material to the national context for capacity-building and knowledge sharing.
5. Participate in the development of project research and publications.
6. Organize publication and dissemination of various project outputs; ensure the quality of such outputs and, if necessary, of editing and translations of project materials. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material. Draft press releases. Contribute information (news, project updates) to the various ILO knowledge sharing platforms.
7. Ensure project visibility and communication, including through the appropriate media and web channels, in compliance with the guidelines in the Communication and Visibility Manual for European Union External Actions (April 2010) and project communication and visibility plan.
8. Ensure speedy follow-up of financial and other administrative procedures in accordance with relevant procurement and financial rules in coordination with the Finance and Administration Unit at DWT/CO Dakar.
9. Prepare annual plan for the project, monitor the implementation of the project and adopt changes in course of action if required. Prepare regular project reports and final report. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations for remedial action.
10. Assemble and edit basic data required for planning and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution; consider project partners' suggestions and needs in updating activities and work plan. Maintain a reference system for all project documents.
11. Participate actively in periodical coordination meetings via skype/phone conference with colleagues in DWT/CO-Dakar and Geneva.
12. Prepare drafts of project progress reports, as envisaged by the project document, prepare documents necessary for project meetings; send draft reports to the DWT/CO Dakar on a timely manner.
13. Undertake missions, as appropriate, with technical backstopping from the DWT/CO Dakar.
14. Perform any other duties as may be assigned by the supervisor.

Qualifications requirements:

Education – First level university degree in law.

Experience – At least three years professional experience at the national level working with the Government or social partners in the relevant occupational area such as labour administration, human rights or labour law. Professional experience in international project management or management responsibilities. Training experience and experience working with international organisations or the EU are an advantage.

Languages –Excellent knowledge of English and Portuguese. Knowledge of Cabo Verdean creole would be desirable.

Competencies - Ability to interpret project information and to identify and analyse problems with implementation. Ability to adjust requirements and approaches in order to solve problems. Ability to negotiate with different stakeholders. Excellent drafting skills. Good computer applications skills. Good organizational skills. Ability to work on own initiative as well as serve as a member of a team. Ability to deal with ILO's constituents with tact and diplomacy. Ability to collaborate with other UN and international organizations. Sound knowledge of the Cabo Verde legal and judicial system. Knowledge of the role and operations of the ILO, and the UN system as a whole, particularly of the UN and ILO reporting system, is an advantage.