

ANNOUNCEMENT OF VACANCIES

International Labour Organisation (ILO) – Country Office Dhaka



ILO, a specialized agency of the UN, is seeking applications from qualified professionals for one of its programmes entitled "Prevention and elimination of Worst Forms of Child Labour in the Urban Informal Economy". An International Expert, will head the Programme. Following national professionals will be recruited for the programme:

- Program Officer on Capacity Building (CB) – 1 position.
- Program Officer on (Child) Education and (preparation to) Employment (CEPE) – 1 position.
- Program Officer on Social Mobilization and Economic Development (SMED) - 1 position.
- Programme Assistant – 4 positions.
- Finance Assistant – 1 position
- Senior Secretary – 1 position
- Driver – 1 position

The detailed information for each of the positions is given below.

PROGRAMME OFFICER, CAPACITY BUILDING

MAIN TASKS

1. Preparing Action Program proposals in consultation with selected (primary) implementing partners;
2. Reviewing the Action Programs' technical progress reports prepared and submitted by the ILO's (primary) implementing partners and assisting the partners in finalizing these reports;
3. Strengthening TBP-UIE Program implementation through the provision of technical advice regarding design, implementation, monitoring, evaluation and recommended corrective action if needed;
4. Developing tailor made capacity building programs for ILO's primary and secondary partners;
5. Management, monitoring, reviewing and evaluating the progress and impact of these programs;
6. Assisting ILO's partners in the implementation, monitoring and self-evaluations of their programs;
7. Drafting TORs and organizing meetings for knowledge enhancing and dissemination activities;
8. Facilitation and/or imparting of (TOT) trainings and orientations;
9. Representing (pro-actively) the TBP-UIE program at relevant forums, conferences, seminars and workshops and building and facilitating relevant alliances that aim at enhancing the effectiveness and impact of child labour activities through coordination and collaborative efforts;
10. Assisting the International Expert in the development of programs;
11. Assisting other Program Officers by providing them with advice that would strengthen the effectiveness and impact of their work;
12. Supervision and guidance of the work of Program Assistants;
13. Preparing of technical thematic inputs/reports on the status of programs;
14. Participating in/liaising with TBP-UIE program related nationally/locally institutionalised cooperation/monitoring mechanisms;

His/her remuneration will be based on the United Nations NO-B grading.

QUALIFICATIONS

<u>Education</u>	First level University degree in Social Science or related field
<u>Experience</u>	At least 10 years professional experience in development at both design and operational level; proven capacity to design, implement, monitor and evaluate programs that aim at strengthening effectiveness and impact of policy work and targeted interventions; experience in working on human, labour and child rights issues, as well as on urban informal economy intervention, will be a significant added advantage.
<u>Language</u>	Proficiency and excellent ability to speak and draft correctly and clearly in English and Bangla
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Excellent analytical, communication, interpersonal (tact and diplomacy) and drafting (incl. computer) skills; good knowledge of the role and operations of the UN system; organized and systematic in work; ability to supervise other staff; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines.

PROGRAMME OFFICER, EDUCATION AND EMPLOYMENT

MAIN TASKS

1. Preparing Action Program proposals in consultation with selected (primary) implementing partners;
2. Reviewing the Action Programs' technical progress reports prepared and submitted by the ILO's (primary) implementing partners and assisting the partners in finalizing these reports;
3. Strengthening TBP-UIE Program implementation through the provision of technical advice regarding design, implementation, monitoring, evaluation and recommended corrective action if needed;
4. Providing technical thematic advice and assistance to ILO's primary (and indirectly the secondary partners) responsible for the implementation of Action Programs;
5. Management, monitoring, reviewing and evaluating the progress and impact of ILO sub-contracted Action Programs;
6. Assisting ILO's partners in the implementation, monitoring and self-evaluations of their programs;
7. Drafting TORs and organizing meetings for thematic purposes;
8. Facilitation and/or imparting of (TOT) trainings and orientations;
9. Representing (pro-actively) the TBP-UIE program at relevant forums, conferences, seminars and workshops and building and facilitating relevant alliances that aim at enhancing the effectiveness and impact of child labour activities through coordination and collaborative efforts;
10. Assisting the International Expert in the development of thematic programs;
11. Preparing of technical thematic inputs/reports on the status of programs;
12. Participating in/liaising with TBP-UIE program related nationally/locally institutionalised cooperation/monitoring mechanisms;

His/her remuneration will be based on the United Nations NO-A grading.

QUALIFICATIONS

<u>Education</u>	First level University degree in Education, Social Science or related field
<u>Experience</u>	At least 10 years professional experience in development at both design and operational level, of which at least three years in the field of (vocational) education and (youth) employment; proven capacity to design, implement, monitor and evaluate education and employment related programs; experience in working on human, labour and child rights issues, as well as on an urban informal economy, will be a significant added advantage.
<u>Language</u>	Proficiency and ability to speak and draft correctly and clearly in English and Bangla
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Good analytical, communication, interpersonal (tact and diplomacy) and drafting (incl. computer) skills; sufficient knowledge of the role and operations of the UN system; organized and systematic in work; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines.

PROGRAMME OFFICER, SOCIAL MOBILIZATION AND ECONOMIC DEVELOPMENT

MAIN TASKS

1. Preparing Action Program proposals in consultation with selected (primary) implementing partners;
2. Reviewing the Action Programs' technical progress reports prepared and submitted by the ILO's (primary) implementing partners and assisting the partners in finalizing these reports;
3. Strengthening TBP-UIE Program implementation through the provision of technical advice regarding design, implementation, monitoring, evaluation and recommended corrective action if needed;
4. Providing technical thematic advice and assistance to ILO's primary (and indirectly the secondary partners) responsible for the implementation of Action Programs;
5. Management, monitoring, reviewing and evaluating the progress and impact of ILO sub-contracted Action Programs;
6. Assisting ILO's partners in the implementation, monitoring and self-evaluations of their programs;
7. Drafting TORs and organizing meetings for thematic purposes;
8. Facilitation and/or imparting of (TOT) trainings and orientations;
9. Representing (pro-actively) the TBP-UIE program at relevant forums, conferences, seminars and workshops and building and facilitating relevant alliances that aim at enhancing the effectiveness and impact of child labour activities through coordination and collaborative efforts;
10. Assisting the International Expert in the development of thematic programs;
11. Preparing of technical thematic inputs/reports on the status of programs;
12. Participating in/liaising with TBP-UIE program related nationally/locally institutionalised cooperation/monitoring mechanisms;

His/her remuneration will be based on the United Nations NO-A grading.

QUALIFICATIONS

<u>Education</u>	First level University degree in Communication, Social Science or related field
<u>Experience</u>	At least 10 years professional experience in development at both design and operational level, of which at least three years in the field of social mobilization and economic empowerment; proven capacity to design, implement, monitor and evaluate education and employment related programs; experience in working on human, labour and child rights issues, as well as on an urban informal economy, will be a significant added advantage.
<u>Language</u>	Proficiency and ability to speak and draft correctly and clearly in English and Bangla
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Good analytical, communication, interpersonal (tact and diplomacy) and drafting (incl. computer) skills; sufficient knowledge of the role and operations of the UN system; organized and systematic in work; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines.

PROGRAMME ASSISTANT

MAIN TASKS

1. Assisting the program on any duty related to the monitoring of and strengthening of monitoring field operations;
2. Conducting monitoring field visits, i.e. verification of Child Labour Monitoring and Beneficiary Tracking data;
3. Assisting ILO's partners in their monitoring of programs and tracking of beneficiaries;
4. Recording, processing (electronically), analysing and reporting upon (independently) collected data;
5. Ensuring effective linkages and feedback mechanisms between the operational (field) and TBP-UIE program levels, through participation in relevant monitoring systems;
6. Assisting the building and facilitation of relevant alliances that aim at enhancing the effectiveness and impact of child labour activities through pro-active cooperation;
7. Providing feed back on financial and administrative constraints encountered or otherwise detected;
8. Assisting the TBP Project of Support through his/her participation in the Human Resources TBP-POS pooling;
9. Facilitating a smooth flow and sustainable operation of all other program activities that our outside the incumbent's direct responsibility;
10. Carrying out of complementary duties as may be assigned by the International Expert.

His/her remuneration will be based on the United Nations GS-4 grading.

QUALIFICATIONS

<u>Education</u>	University Degree in Communication, Social Science or related field
<u>Experience</u>	At least 4 years professional experience in (assisting) recording, processing (electronically), analysing independently collected data; proven capacity to undertake extensive field work; MIS knowledge and experience; experience in working on human, labour and child rights issues will be an added advantage.
<u>Language</u>	Proficiency and ability to speak and draft in English and Bangla
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Analytical, communication, interpersonal and computer (processing) skills; organized and systematic in work; ability to impart trainings, guide field workers and monitor the quality of monitoring systems; ability to work on own initiative as well as team member; ability to work under pressure and meet deadlines.

Finance Assistant, who will be responsible for:

1. Providing overview of the program's work in order to ensure timely administrative, financial and logistic support;
2. Maintaining financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements, and other data for daily transactions and reports;
3. Preparing reporting reports and detailed cost estimates as per instruction, including monthly imprest reports, reports required for budget preparations, financial reporting, audits or other reasons;
4. Purchasing of office supplies, goods and services and an accurate forwarding of processing requests, incl. petty cash handling;
5. Preparing documents, applications etc., for personnel recruitment, contract and salary payment purposes;
6. Taking dictations & drafting of routine financial or administration related correspondence independently;
7. Preparing financial and or administrative requests, applications and forms and ensure appropriate follow-up;
8. Assisting the International Expert in his/her reviewing, monitoring and following up of budgets and expenditures;
9. Monitoring and verification of budgets and expenditures, financial reports, forecasts and all relevant supporting documents of the implementing partners related to Action Programs as well as other procured goods and services;
10. Liquidating Action Program and other procured goods/services' expenditures and payments;
11. Assisting ILO's primary partners in their financial monitoring and verification of sub-contracted programs;
12. Providing feed back on financial and administrative constraints encountered or otherwise detected;
13. Assisting the TBP Project of Support through his/her participation in the Human Resources TBP-POS pooling;
14. Facilitating smooth/sustainable flow of program operations that our outside the incumbent's direct responsibility;
15. Carrying out complementary duties as may be assigned by the International Expert.

His/her remuneration will be based on the United Nations GS-5 grading.

QUALIFICATIONS

<u>Education</u>	At least H.S.C passed, plus formal and recognized training in accounting and/or finance from a recognized commercial school or equivalent.
<u>Experience</u>	At least six years of general accounting clerical experience; working in a team; experience working in the UN system and insight in development work will be considered as an advantage.
<u>Language</u>	Proficiency and ability to speak and draft in English and Bangla
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Typing, standard office computer applications, short hand, communication skills, knowledge of UN financial rules and regulations, organized and systematic in work, accurate and punctual, ability to organize his/her own work, take initiatives, to work in a team as well as the ability to work under pressure and meet deadlines.

Senior Secretary, who will be responsible for:

1. Taking dictations, notes, drafting and typing and translating of various correspondence/documents independently;
2. Receiving visitors, place and screen telephone calls and answer questions with discretion;
3. Arranging for and participating in appointments and meetings and maintain the Office calendar and diary;
4. Receiving, screening, recording/logging and routing correspondence and maintaining a following up system;
5. Preparing outgoing correspondence and ensuring its proper routing through various means;
6. Maintaining up-to-date directories of persons, organizations and travel related information;
7. Establishing and maintenance of registry and filing system;
8. Maintaining the program's personnel staff files confidentially, including attendance and leave records/databases and preparing for appropriate processing;
9. Preparing abstracts/reports and the undertaking of (electronic) searches for information;
10. Providing feed back on secretarial and or administrative constraints encountered or otherwise detected;
11. Assisting the TBP Project of Support through his/her participation in the Human Resources TBP-POS pooling;
12. Facilitating smooth and sustainable program operation that our outside the incumbent's direct responsibility;
13. Carrying out complementary duties as may be assigned by the International Expert.

His/her remuneration will be based on the United Nations GS-5 grading.

QUALIFICATIONS

<u>Education</u>	At least H.S.C passed.
<u>Experience</u>	At least five years of secretarial experience; experience in working in a team; experience working in the UN system and insight in development work will be considered as an advantage.
<u>Language</u>	Proficiency and ability to speak and draft in English and Bangla
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Typing, standard office computer applications, short hand, communication skills, knowledge of UN secretarial rules and regulations, knowledge of and application of filing systems, organized and systematic in work, accurate and punctual, ability to organize his/her own work and take initiatives and to work independently as well as in a team; ability to work in a team and under pressure and meet deadlines.

Driver, who will be responsible for:

1. Driving the Office vehicle for official purposes;
2. Collecting and delivering of mail, pouch, documents or goods;
3. Meeting official personnel at the airport and facilitate immigration and custom facilities;
4. Keeping records of use of the vehicle, its daily mileage, gas consumption, oil changes, greasing and other regular or needs-based services;
5. Maintaining of the vehicle, through the regular cleaning of the vehicle (in- and outside), the checking of oil, water, batteries, brakes and tires, etc. and performing minor or arranging for more substantive repairs if needed;
6. Ensuring that UN security requirements (rules and regulations) and advice is complied with;
7. Performing miscellaneous Office support functions;
8. Assisting the TBP Project of Support through his/her participation in the Human Resources TBP-POS pooling;
9. Promoting ILO policies regarding human, labour and child rights in particular, quality of opportunity and treatment for women and men;
10. Carrying out other official duties as may be assigned by the International Expert.

His/her remuneration will be based on the United Nations GS-2 grading.

QUALIFICATIONS

<u>Education</u>	At least S.S.C and a valid driver's license and subsequently knowledge of driving rules
<u>Experience</u>	At least two years of work experience as a driver; a safe driving record; working experience as a driver in the UN system will be considered as an advantage.
<u>Language</u>	Ability to speak and write comprehensibly in English
<u>Nationality</u>	Bangladeshi
<u>Competencies</u>	Proven ability to keep accurate record of vehicle use and to drive safely in local traffic conditions; knowledge about local directions and conditions; ability to follow instructions correctly; insight in the mechanical workings of a vehicle; ability to work and drive in a polite, courteous and respectful manner.

The duty station for the above positions is Dhaka although transfer to other duty stations is not excluded.

APPLICATIONS

Please submit your application with CV in a sealed envelop addressed to:

Director
ILO Country Office, Dhaka,
House 12, Road 12 (New)
Dharmundi RA, Dhaka

Your application should reach the ILO Country Office, Dhaka, latest by 4.30 p.m. on Wednesday 12 September 2007.

Only short-listed candidates will be notified for interview. They may also be required to take a written examination. Please mark on the right-hand corner of the envelope "APPLICATION TBP-UIE Program" as well as the position you are applying for. A more detailed description of duties will be forwarded through e-mailing on request.

The ILO is an equal opportunity employer. Applications from women are encouraged.

Any form of canvassing, soliciting or influencing will be treated as a disqualification.

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