



Vacancy No: RAPS/2/2009/EUR/01

Date: 3 August 2009

Position title: Employment Specialist

Deadline for application: **3 September 2009**

Grade: P.4

Organization unit: MOSCOW SRO

Contract type: Fixed-term appointment

Duty Station: Moscow, Russian Federation

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 15 and 16 of Annex I of the Staff Regulations.
- External candidates.

Within the context of the ILO's efforts to promote staff mobility, applicants should expect to take up different assignments (field and Headquarters) during their career. The desirable length of assignment in this specific position is three to five years.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

Applications from qualified candidates from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future, would be particularly welcome. A list of these countries is in Appendix I.

Applications for transfer submitted by officials in the same grade will be given prior consideration.

Conditions of employment are described in Appendix II.

#### INTRODUCTION

ILO Subregional office for Eastern Europe and Central Asia provides technical support and guidance to ILO activities in ten countries - Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Russian Federation, Tajikistan, Turkmenistan and Uzbekistan. The Employment Specialist is expected to possess a mix of technical skills to enable the ILO to respond more effectively to the cross-programme nature of the services expected of the Organization; to ensure that the interests of the tripartite constituency are respected in the design and execution of field activities; and that appropriate links are maintained among ILO's various means of action.

The Employment Specialist reports to the SRO Director and receives technical guidance and advice from relevant departments in the Employment Sector at headquarters.

#### Description of Duties

The Employment Specialist is responsible for providing technical advisory services in the field of employment and labour market policies, skills development, and job creation and enterprise development. An important element of the incumbent's work will therefore be aimed at gathering and analyzing employment policy and experience with a view to develop, coordinate and deliver relevant policy and programme advice to ILO constituents. The Specialist advises on and assists in the development, technical backstopping and evaluation

of technical cooperation projects.

Under the supervision of the Director of the Subregional Office, the Specialist is called upon to provide technical support with the formulation, implementation and evaluation of ILO Decent Work Country Programmes, strategies and technical programmes, including UN initiatives developed and implemented jointly with other Agencies of the UN Country Teams.

The specific duties and responsibilities for promoting employment policies consistent with ILO's Decent Work Agenda may be assigned to the official as follows:

#### Specific duties

1. Identify employment priorities and outcomes of Decent Work Country Programmes, as well as sub-regional priorities on employment policy, skills development, job creation and enterprise development.
2. Carry out missions to countries in the sub-region and participate in multidisciplinary strategy activities of UN Country Teams in the areas of promotion of employment, labour market policies and programmes, skills development and enterprise development.
3. Advise governments, workers' and employers' counterparts in the formulation, implementation and review of existing employment and labour market policies, institutions and information systems, VET policies and the development and implementation of management and enterprise development programmes.
4. Design, monitor and evaluate technical cooperation projects - including joint programmes with other UN Agencies and international lenders - for strengthening national capacity in the areas of employment and labour market policies and programmes, particularly in the areas of employment policy formulation and implementation, and delivery of employment services, skills development programmes, job creation and enterprise development.
5. Keep abreast of overall employment related developments in the sub-region, with particular focus on employment policies, labour market information, employment-intensive growth, skills development, job creation, youth employment, gender and employment in the informal economy.
6. In close cooperation with the International Training Centre of the ILO, design and implement training workshops to strengthen the capacity of employment and labour market institutions - including the social partners - in employment policy-related areas, including skills development, job creation and enterprise development.
7. Develop and maintain partnerships and linkages with relevant research and academic institutions in the sub region, think tanks, and other relevant organizations, to facilitate joint work, programme development, build bridges between scholars and policy-makers, and have at hand a pool of potential national consultants.
8. Prepare and conduct technical meetings and capacity-building events on employment and related technical issues.
9. Liaise with international agencies (such as UNDP and other relevant UN agencies, WB, IMF) and a variety of national stakeholders (Ministries of Labour, Employers' and Workers' organizations, but also sectoral and macro-economic ministries and institutions, parliament, the media, etc.), to promote the centrality of productive employment in overall economic and social development plans and to do it in their own work.
10. Prepare and develop technical contributions to seminars and technical meetings on employment and labour market issues.
11. Develop relations with national and international institutions that are engaged in employment promotion activities.
12. Perform any other task in the area of employment assigned to him/her by the Director of the SRO Moscow Office.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

1. Design and promote a wide range of special subject-matter-related programmes. This involves: review of socio-economic situation in countries of the sub-region, analysis of employment related complex data, statistical information and policy guidelines, in a manner requiring the advanced application of principles of a recognized technical specialization.
2. Develop and review an institutional framework in which social partners can best improve, implement and evaluate efficient and equitable ILO action programmes.
3. Provide policy advice to ILO's constituents on institutional strengthening, the application of ILO standards and the promotion of technical cooperation activities.
4. Formulate and submit project proposals and seek funding.
5. Evaluate the efficiency and effectiveness of project activities.
6. Undertake technical advisory missions independently or in collaboration with experts in the same field or in other disciplines.
7. Conduct seminars, workshops and technical meetings and training courses.
8. Prepare draft recommendations and guidelines for discussion and adoption as ILO Recommendations or Conventions on related technical fields.
9. Write manuals and/or training guides on related topics.
10. Disseminate information on programmes through publications and press releases, as well as ensuring representation at donors' meetings, international, regional and national fora and advocacy campaigns.
11. Monitor and coordinate research carried out by junior technical officers and external collaborators.
12. Provide technical inputs to office documents (sectoral meetings, technical committees, regional meetings and conference reports).
13. Participate in tripartite reviews on technical cooperation activities and international meetings and conferences.

## Required Qualifications

### Education

Advanced university degree with demonstrated expertise in the relevant technical field.

### Experience

Eight years' experience at the national level or five years at the international level. Relevant work experience in CIS countries would be considered as an advantage.

### Languages

Excellent command of English. Good working knowledge of Russian. Knowledge of other ILO official languages (French or Spanish) will be considered as an asset.

### Competencies

Proven ability to synthesize research and reach empirically based conclusions on employment related subjects; provide seasoned advice on best practices; address broader issues outside the field of specialization; formulate

new concepts and methodologies; develop training materials, alternative courses of action, policies and programmes; produce reports (e.g. for regional conferences and ILC, technical publications, training manuals and draft resolutions); mainstream employment concerns into economic policies and programmes; develop, identify financing for, monitor and evaluate technical cooperation activities and projects. Capacity to work in synergy with other colleagues within multidisciplinary teams; network with a variety of national and international institutions; relate well and engagingly with persons; and disseminate and advocate ILO views and programmes.

**Additional Information:**

Interviews for this post will take place between the last week of September and the end of October 2009. Candidates are requested to ensure their availability should they be short listed for further consideration.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

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**APPENDIX I**

Albania	Angola	Antigua and Barbuda	Armenia	Austria
Azerbaijan	Bahamas	Barbados	Belize	Botswana
Brunei Darussalam	Cambodia	Cape Verde	Central African Republic	China
Congo	Democratic Republic of Timor-Leste	Equatorial Guinea	Estonia	Gabon
Gambia	Georgia	Grenada	Guinea	Guyana
Honduras	Iceland	Iraq	Japan	Kazakhstan
Kiribati	Kuwait	Kyrgyzstan	Latvia	Liberia
Libyan Arab Jamahiriya	Lithuania	Malawi	Malta	Marshall Islands
Montenegro, Republic of	Mozambique	Namibia	Oman	Papua New Guinea
Paraguay	Qatar	Republic of Korea	Republic of Moldova	Saint Kitts and Nevis
Saint Lucia	Saint Vincent and the Grenadines	Samoa	San Marino	Saudi Arabia
Seychelles	Slovenia	Solomon Islands	Somalia	Swaziland
Syrian Arab Republic	Tajikistan	Turkmenistan	Tuvalu	United Arab Emirates
United States of America	Uzbekistan	Vanuatu	Viet Nam	Yemen

**APPENDIX II CONDITIONS OF EMPLOYMENT**

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules.
- The first contract will be issued for a twelve-month period (for Geneva-based positions) and a twenty-four month period (for non Geneva-based positions)
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

**Grade: P.4**

Salary and post adjustment (with dependants)		US\$
Salary	Minimum	69287
	rising to Maximum	90390
Post adjustment for Moscow	Minimum	50163

	Maximum	65442
<b>Salary and post adjustment (without dependants)</b>		<b>US\$</b>
Salary	Minimum	64521
	Maximum	83609
Post adjustment for Moscow	Minimum	46713
	Maximum	60532

Other allowances and benefits subject to specific terms of appointment:

- Children's allowance (except for the first child if the dependent rate of salary is paid in respect of that child);
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Assignment Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant;
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is normally made at the initial step in the grade.

The Director-General reserves the right to appoint candidates at one level below the grade of the advertised post.

Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance with an ILO document which will be supplied upon request.

**While the successful candidate will be initially working in Moscow he/she may be assigned to any duty station designated by the Director-General of the ILO.**

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: [erecruit.ilo.org](http://erecruit.ilo.org). The system provides instructions for online application procedures.

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Currently accepting applications



ILO has a smoke-free environment