
JOB DESCRIPTION

GENERAL INFORMATION

Title of the posting: JPO for RBM and Decent Work Country Programmes

Sector: PROGRAM

Location: ILO Regional Office for Africa (ROAF), Abidjan (Ivory Coast)

Duration of assignment: Two Years

Starting date: As soon as possible

General supervisor: Chief, Regional Programming Unit (RPU)

INTRODUCTION

The overall goal of the International Labour Organization (ILO) is decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development goals. For this reason Decent Work Country Programmes (DWCPs) are the main instruments for ILO cooperation with member states and they constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in partnership with ILO constituents (governments, employers' and workers' organizations) at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through time bound and efficient programmes built upon the integrated strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives.

The position is located in the ILO Regional Office for Africa (ROAF) in Abidjan. The ROAF has overall political and management responsibilities for the promotion of ILO principles, policies and decent work priorities in the region as well as provides strategic guidance and support to all Country Offices (COs) and Decent Work Teams (DWTs) in Africa.

The JPOs overall task is to assist in providing technical advisory and programming services for Decent Work Country Programmes (DWCPs), sub regional Decent Work Programmes (SRDWP) and Outcome Based Work Plans (OBWs). In this context, (s)he will be responsible for providing coordination and management support, as well as providing programmatic assistance for developing, implementing, monitoring and reporting on DWCPs and SRDWP in the region. Through this assignment, the Associate Expert will develop expertise in the sub-regional context for decent work, ILO technical response to decent work deficits in various sectors, as well as project design, implementation, monitoring and evaluation of the various elements of DWCPs. This also include RBM related training materials and knowledge sharing tools. The Associate Expert will also provide other inputs as needed in the day-to-day functioning of the Regional Programming Unit (RPU).

While the promotion of decent work is the primary mandate of the ILO that defines the key instrument for ILO's cooperation with member states, the United Nations system as a whole has a

¹ The ILO AE Unit will assign the post number.

² Please indicate month and year.

role to play in promoting full and productive employment and decent work for all. The ILO is thus presented with the opportunity and challenge to provide strategic guidance to Country Offices as members of UNCT to ensure the appropriate mainstreaming of decent work in country UNDAFs, agency policies, programmes and activities. Against this context therefore, the JPO will provide support, coordinate and prepare relevant tools and guidance for the Offices in the region to facilitate their engagement with UNCTs in the mainstreaming of decent work in country UNDAFs, implementation of SDGs and in the strategic coordination of employment and decent work related programmes and activities within the UN system.

The JPO will be based at the ILO Regional Office for Africa (ROAF) as a member of the Regional Programming Unit (RPU). (S)he will work under the overall supervision of the, Deputy Regional Director (PPC) and under the direct supervision of the Chief of the Regional Programming Unit. Given the regional scope of the assignment and the integrated nature of the assignment, the Associate Expert will receive technical guidance from the RPU.

SUPERVISION

Content and methodology of the supervision³:

The JPO will be part of the RPU under the guidance of the Chief of the Unit, and work closely with Programme Officers in the DWTs and COs in the region. Terms of Reference and a work plan will be developed as a method of concretizing tasks and assessing development. The methodology consists of on-the-job training, joint missions (where necessary) and guidance through daily and weekly follow-up meetings and discussions on work plan progress. The Associate Expert will also work in close coordination with other units of the ILO as may be required.

DUTIES AND RESPONSIBILITIES

- Support the development of DWCPs and SRDWP which comply with the regional and global quality standards; ensuring sound theory of changes are applied to the DWCPs
 - Provide secretarial support for the Regional Quality Assurance Mechanism (QAM). In this regard, will review draft DWCPs submitted to the ROAF for quality assessment, thereafter forward to the QAM, review and consolidate all comments received before transmitting to concerned offices;
 - Support offices to better align DWCPs in UN Development Assistance Frameworks and national development frameworks, including Sustainable development strategy;
 - Contribute to the Regional UNDAF Quality Assessment process;
 - Support Outcome Based Work Plans (OBWs) reviews process in the region; this include reviewing and analysing CPOs, preparing reports and other relevant information for the Offices in the region as well as OCTs<
 - Support resource mobilization efforts for each DWCP, including donor mapping, donor profiles and developing an office strategy in effectively mobilizing resources from multilateral and bilateral donors;
-

- Prepare analytical reports on the development, implementation and monitoring of DWCPs and SRDWP in the region as well as provide technical inputs for regional, country or related sectoral analyses, ILO reports and publications;
 - Identify and document good practices in the development, implementation and monitoring of DWCPs and SRDWP in the region as well as those related to promoting decent work in UNDAFs and other UN Reform initiatives;
 - Compile and prepare relevant RBM related training materials and knowledge sharing tools in support to Country Offices;
 - Carry out other duties as may be required by the supervisor.
-

QUALIFICATION AND EXPERIENCE

Qualifications ⁴ :	Completed Masters Degree in one of the social sciences.
Experience ⁵ :	(1-2 years of) relevant working experience desirable; experience in Africa and/or in field related to the ILO's mandate is an asset.
Languages:	Proficiency and ability to draft quickly and clearly in English and French.
Skills:	Excellent computer skills, including the use of Internet, and ability to learn quickly. Multi-skilling is essential for effectiveness. Self-driven initiative and independence to carry out assignments, as well as the ability to work well and effectively in a multi-cultural environment and towards short deadlines is necessary. Incumbent is expected to contribute towards good interpersonal relationships, have ability and willingness to be creative and innovative and to be a good team-player. Very good written and spoken English as well as good communication skills is a prerequisite.
Competencies required ⁶ :	<ul style="list-style-type: none"> • Good coordination and networking skills • Good interpersonal skills and ability to work in a team; • Result-oriented; ability to work independently with a minimum of supervision and meet deadlines; • Excellent communication skills, both written and verbal, in English; • Proficient in basic computer software (Microsoft Word, PowerPoint, Excel); • Knowledge of Africa and the ILO's Decent Work Agenda would be an advantage.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components⁷:

⁴ Describe clearly and accurately the required educational background.

⁵ Indicate if it is required or desirable.

⁶ Indicate the 3 most relevant competencies required to properly carry out the duties and responsibilities within the context of the posting.

Within the job, the JPO will gain exposure to:

1. The development of RBM materials and training sessions
2. The development and implementation of DWCPs and SRDWPs;
3. The integration of DWCPs in UN Development Assistance Frameworks, national policies, instruments and systems in the countries covered;
4. Current debate on Decent Work, UN Reform and employment issues in the countries covered;
5. Employment promotion strategies and methodologies in practice to promote decent work through DWCPs in countries covered;
6. Identification of potential areas for joint UN collaboration in various sectors within the Decent Work Programmes in countries covered;
7. Working with Programming and Technical Specialists and with ILO constituents on promoting decent work within the national frameworks of UN Reform;
8. Project cycle management, theory and practice;
9. Working in an international and multicultural team.

Learning elements⁸:

1. Understanding and knowledge of the mainstreaming of ILO's work through DWCPs and SRDWPs as well as the relevant linkages of DWCPs with UN Reform, joint UN initiatives and national policy frameworks for development;
2. Knowledge of ILO's experience in the world of work concerning decent work employment promotion issues;
3. Exposure to mainstreaming decent work within Africa's regional integration agenda
4. Discerning good practices for implementing ILO decent work outcomes within UNDAFs, UN Reform initiatives and national policy frameworks;
5. Coordination and implementation of recourse mobilisation for DWCPs;
6. Design, implementation and monitoring of technical cooperation project aimed at responding to DWCP priorities in the countries covered;
7. Ability to communicate and work effectively in an international and multicultural team.

BACKGROUND INFORMATION (general information about the structure of the local ILO organization (organogram), general outlines about the programme/project, outline about planned developments concerning the programme/project, information about living conditions is appreciated)

The ILO Regional Office for Africa has overall responsibility for ILO projects, programmes and activities in all the 54 countries of Africa. The Office works with key regional institutions like the African Union (AU), United Nations Economic Commission for Africa (UNECA) and African Development Bank (AfDB). It administers a portfolio of considerable importance and complexity with a significant volume of a wide range of technical cooperation programmes, as well as facilitates the development and implementation of Decent Work Country programmes in all countries.

⁷ Training components should indicate through which activities learning would be structured.

⁸ The learning elements indicate what the incumbent will learn during the assignment defined in measurable results and specified per year.