

JOB DESCRIPTION

GENERAL INFORMATION:

Title of the posting: JPO on Development Cooperation and Resource Mobilisation
Duty station: DWT/CO - San José, Costa Rica
Duration of the assignment: 12 months, renewable
Sector or Field Office: ILO-San Jose Office
Organisational unit: San Jose

SUPERVISION

Direct and Overall Supervision by: Mr. Juan Hunt, Director, DWT/CO San Jose, hunt@ilo.org

Content and methodology of supervision:

The JPO will work under the supervision of the Director of the ILO DWT/CO Office in San Jose in close collaboration with the Programme Department in Lima and Costa Rica, PARDEV and other HQ departments.

The incumbent will receive induction training and individualized coaching on the technical areas covered by the ILO, participate in workshops and/or missions organized by the Office.

Through one-to-one and group-coaching s/he will become familiar with the ILO TC portfolio in the region, Decent Work Country Programme and UNCT work.

INTRODUCTION

The International Labour Organization (ILO) is a UN specialized agency which seeks the promotion of social justice and internationally recognized human and labour rights through its Decent Work Agenda. The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights: freedom of association, the right to organize, collective bargaining, abolition of forced labour, equality of opportunity and treatment, and other standards regulating conditions across the

entire spectrum of work-related issues. The ILO provides technical assistance primarily in the fields of vocational training and vocational rehabilitation; employment policy; labour administration; labour law and industrial relations; working conditions; management development; cooperatives; social security; labour statistics and occupational safety and health. It promotes the development of independent employers' and workers' organizations and provides training and advisory services to those organizations. Within the UN system, the ILO has a unique tripartite structure with workers and employers participating as equal partners with governments in the work of its governing organs.

The ILO DWT/CO Office in San Jose brings together governments, employers and workers in Central America, Haiti, Panama and Dominican Republic to advance efforts to promote decent work throughout the region and the world. The ILO Offices are devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. The ILO collaborates, in addition to its tripartite constituencies (governments, employers' and workers' organizations), with different development partners, including various UN agencies, bilateral donors at central and local levels, multilateral organizations, private sector institutions and foundations, universities, research and knowledge centres, and civil society organizations. The Office plan to recruit a Development Cooperation and Resource Mobilisation JPO for the DWT/CO. The position is located in the ILO San Jose Office.

For this, a more effective monitoring and management of the participation of the Office in the different United Nations country teams (UNCT) and in the design and implementation of their Cooperation Frameworks for Sustainable Development is equally essential, in order to identify opportunities of resource mobilization in inter-agency projects or bilateral alliances with other Agencies, Funds and Programs (AFP) of the United Nations System.

The implementation of the ILO's people-centred approach in recovery efforts will depend on partnerships and alliances being built with a wide variety of stakeholders, as well as continued collaboration among ILO constituents to promote coherence of policy and mobilizing funds to achieve the SDGs and decent work-related outcomes.

S/He will work with the Office Programme Unit and in collaboration with the other units and the DWT, in collaboration with the Programme Regional Unit in Lima, the Partnership and Field Support Department (PARDEV) and other HQ departments that ensures the overall management of ILO's development cooperation programme, as well as partnerships with a broad range of organizations and institutions.

DUTIES AND RESPONSIBILITIES

The JPO will carry out the following tasks:

Under the direct supervision of the Director of the ILO DWT/CO San Jose Office, the JPO will assist in the development of a resource mobilisation strategy and follow-up of the UNCTS and ONE UN actions for countries under DWT/CO-San Jose Office.

More specifically, the assignment will revolve around the following tasks:

1. Contribute to the development, review and implementation of a Resource Mobilisation Strategy;
2. Assist in developing and maintaining contacts with development partners and agencies, in particular by carrying out donor mappings, identifying cooperation opportunities and by preparing and drafting communication materials on the ILO's development cooperation strategy and programme;
3. Provide support to the Director for following-up the UN Reform process and the implementation of the 2030 Agenda, the articulation between the AFPs and the coordination spaces and interagency working groups, analysing the relevance of participation and the inclusion of ILO actions in the UN cooperation frameworks for sustainable development (UNSDF) and the formulation of proposals for inter-agency projects in the 8 countries under the DWT/SJO office;
4. Contribute with the development and appraisal of project and programme proposals developed by the DWT/CO Office in collaboration with other units in the Regional Office in Lima and HQ in Geneva.
5. Research and analyse donor call for funding applications including expressions of interest and requests for proposals;
6. Provide technical support and advice on grant proposal development to the program team members;
7. Develop innovative approaches and develop a strategy to mobilize non-financial resources locally and internationally;
8. Support the negotiation and signing of new funding agreements;
9. Assist and participate in the programming and preparation of meetings, training activities and workshops on matters related to technical cooperation.
10. Carry out any other job-related duties as may be required by the Director of the Office

QUALIFICATIONS AND EXPERIENCE

(Describe clearly and accurately the required educational background. If necessary/desirable, indicate work experience requirements)

Education: First level university degree in one of the following areas: economics, international relations, business management, political sciences, sociology, or development studies.

Experience: At least two years of experience in development Projects or programmes within the United Nations, Ministries of

development, international development institutions including the European Union. Experience in donor relations and network

Skills: Good communication and networking skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

Languages: Excellent command of Spanish and English or French oral and written.

Competencies:

Integrity and transparency:

Upholds social, ethical and ILO norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest and trustworthy; acts without consideration of personal gain.

Client orientation: Effectively identifies and meets (internal or external) client/constituent needs; builds productive client/constituent relationships; delivers client-centric solutions; takes responsibility for ensuring client/constituent satisfaction and loyalty.

Takes responsibility for performance:

Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.
