



## JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. *This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.*

International Labour Office

For HRD Use Only	REF 2352
Job Description Received:	Sept 2023
Approved & Returned:	

Organisational Unit/Department:	RESEARCH
JPO	J PO - Reseacher on economic, social and environment
Proposed grade (to be confirmed by HRD):	P2

1. Introduction: general information about the context in which the official will work / background on the project:

*General information of the Department.*

*Brief description of the Project.*

Within the policy and procedural requirements established by the ILO and the [Project/Program], the Technical Officer will be responsible for providing direct technical support to the above project and contribute to the expected outcomes, and especially the first immediate outcome regarding the project. The incumbent will promote ILO policies in the project related technical areas.

2. Reporting lines: supervision to be received by the incumbent (level and type) and to be given by the incumbent

- The incumbent will report to the Head of the Globalization, Competitiveness and Labour Standards Unit overseeing the project implementation, and will receive technical guidance from the concerned technical department in the HQ or the DWT.

3. Main duties and responsibilities:

1. Assist the CTA and contribute to the effective implementation of the project on trade, investment and decent work through timely provision of inputs and outputs, and planning, control, monitoring and evaluation of project activities, in conformity with ILO policies and project strategies, and in accordance with ILO programming guidelines and country/action programs, and administrative and financial procedures.
2. Provide technical advice and support to project team and external partners in the design, implementation, monitoring and evaluation of the project activities, in coordination with the ILO Office and HQ.
3. Conduct research and integrate technical inputs for regional and country analyses, reports and publications, and research tools related to trade, investment and decent work.
4. Prepare training materials and contribute to seminars and workshops. related to the project.
5. Under the guidance of the Head of the Globalization Unit, maintain close liaison with governments, workers' and employers' organizations, UN organizations non-governmental organizations on a broad range of country programmes and projects. Maintain working contacts and collaboration with multi-lateral and bilateral donor agencies and prepare proposals for funding.

6. Co-ordinate closely, promote linkages and share best practices and lessons learnt with other relevant ILO projects on trade, investment and decent work in the region, ILO units and external stakeholders.
  7. Promote ILO policies regarding the project/program, other fundamental rights at work and the relevant International Labour Standards through a more effective coordination with a range of relevant national policies and the strategies of various projects, including those being undertaken by other agencies or in complementary fields of activity.
  8. Undertake missions in relation to project implementation.
4. Qualifications requirements: (please refer to the generic job descriptions in HRD's intranet site and to the ILO's core competency and values framework).

Education – Advanced university degree in the relevant technical field.

Experience – Five years of relevant professional experience at the national and/or international level.

*Indicate any other required knowledge and experience in a specific field.*

*Familiarity with ILO policies and procedures including experience working with officials of ministries of labour and/or education would be an advantage..*

Languages – Excellent command of English [IF APPLICABLE, and working knowledge of SECOND LANGUAGE]

Competencies:

- Ability to participate effectively in technical missions and multi-disciplinary teams;
- Ability to provide technical advice and to guide and coordinate the work of external collaborators, general service staff and young professionals in the area of specialization;
- Ability to conceptualise and design research techniques and analyse complex cross-national practices and data sets covering a wide range of issues in the specialized technical field;
- Ability to formulate new concepts and methodologies;
- Ability to draft reports and prepare guidelines relating to programme development and implementation and ability to provide technical support to senior specialists carrying out research, project formulation and implementation;
- Excellent analytical skills and knowledge of analytical tools and qualitative and quantitative techniques;
- Good computer skills.