



SUBREGIONAL OFFICE FOR SOUTH ASIA, NEW DELHI

Vacancy Notice No. 09/2009

Post title: **National Project Manager**
Project title: **Converging Against Child Labour: Support for India's Model**
Post Level: NO-C
Post Location: Project Office, ILO-SRO - New Delhi, India
Date required: As soon as possible
Terms of appointment: A one-year fixed term contract, inclusive of 3 month trial period, with the possibility of extension
Project end date: March 2012
Closing date: 29 May 2009

1. Background information

The International Programme on the Elimination of Child Labour (IPEC) is a technical cooperation programme of the International Labour Organization. IPEC operates within the framework of ILO Conventions No. 138 on Minimum Age and No. 182 on the Worst Forms of Child Labour. The Programme is operational in over 90 countries worldwide and supported by multiple donors. Its long-term objective is the effective abolition of child labour. In the short and medium term, the programme assists member States in designing and implementing policies and time-bound measures and programmes to prevent and eliminate child labour, with a priority on its worst forms. IPEC also aims at heightening the awareness countries on the problem of child labour and assists them in implementing the relevant international labour conventions.

In India, ILO child labour technical cooperation is an integral part of the Decent Work Country Programme, which is aligned with the 11th (2007-2012) and the United National Development Assistance Framework (UNDAF). The Convergence Project (hereafter referred to as the Project) aims at supporting constituents to strengthen an enabling environment and establish convergence-based models for the prevention and elimination of child labour. The Project action is mainly at the district level, with work on policy, knowledge enhancement and dissemination, and replication at the state and national levels.

In close collaboration and coordination with the Child Labour Division of the Ministry of Labour and Employment, the Project will focus on two districts each in five states: namely **Bihar** (Sithamari and Katiyar), **Gujarat** (Vadodara and Surat), **Jharkhand** (Sahibganj and Ranchi), **Madhya Pradesh** (Jabalpur and Ujjain), and **Orissa** (Cuttack and Kalahandi). The project will collaborate and coordinate with other initiatives under the DWCP-India and work towards close collaboration and coordination with UN agencies in the states.

Within the framework of the national legislation on child labour, development plans and programmes, particularly those related to child labour, education, poverty eradication, social protection and social inclusion, the Project will focus on longer term prevention through strategies that include coordination and institutional strengthening, awareness raising, enforcement, education and training, family livelihoods, community empowerment through child labour monitoring, and others.

2. DESCRIPTION OF DUTIES

The National Project Manager (NPM) will report to and work under the overall and administrative supervision of Director, ILO Sub-regional Office, New Delhi. She/he will supervise a project team consisting of two programme officers, one programme assistant, and support staff. The NPM will focus on the realization of Project objectives.

The ILO Sub-Regional Office in New Delhi, through the Senior Specialist on Child Labour, will provide technical backstopping to the Project. The NPM will collaborate closely with Programme staff.

More specifically, under the overall supervision of the Director, ILO-SRO New Delhi, the NPM will undertake the following responsibilities:

- Ensure effective planning, implementation and monitoring of the project through timely provision of technical inputs, effective backstopping, timely and efficient delivery of outputs, and monitoring and evaluation of the project activities.
- Ensure the timely delivery of routine and ad hoc reports to ILO-SRO MOLE and IPEC. Reports/information to the Ministry of Labour and Employment are to be provided through ILO-SRO; whereas Project Monitoring Committee will also call for reports from ILO (SRO-New Delhi Office) time to time.
- Provide technical support to implementing agencies in implementation of action programmes, ensuring compliance with project document and ILO procedures;
- Guide and supervise the work of the staff and ensure effective coordination and collaboration between the various project components;
- In line with the ILO-IPEC monitoring procedures, undertake regular field visits to the different project locations in order to assess progress, identify implementation problems and take corrective measures;
- Ensure that ILO-IPEC systems for implementation, monitoring and reporting (beneficiaries database, project monitoring plan, etc.) are in place within the project office and with implementing agencies, and that information provided by implementing agencies is recorded and verifiable;
- Maintain strategic networking and partnerships with major stakeholders and provide technical advice to the government on the formulation and implementation of national policies, plans of action and programmes, particularly on mainstreaming child labour issues within government policies, programmes and budgets under the guidance of the SRO Director and technical guidance of the Senior Child Labour Specialist; Maintain relationship with Government authorities in charge of the Scheme and programmes especially, Chairman, Project Directors of NCLPs which will be crucial in implementing the convergence Project.
- Ensure the meaningful involvement of ILO social partners and integration of gender concerns in the planning of activities and their implementation, monitoring and evaluation

as well as in research, awareness raising and political dialogue;

- Collaborate closely with other ILO staff and MOLE in India for greater work efficiency, consultation, coordination and impact;
- Brief ILO specialists and MOLE, project experts and visiting officials and provide relevant information on project matters and related socio-economic development issues;
- Review and analyze country specific development plans and priorities with the approval of Government of India, socioeconomic data, reports and other relevant information on poverty alleviation, social security, education and training and other areas relevant to child labour; identify potential technical cooperation project areas and provide written analysis on the findings to management; Establish and develop information systems covering ILO technical activities under the project and economic and social issues of relevance to the project.
- In the context of the activities outlined in the project document, promote ILO policies in consonance with the National Policy regarding child labour, equality of opportunity and treatment for women and men, and the relevant International Labour Standards;
- Carry out other duties as may be assigned by the ILO.

3. QUALIFICATIONS

Education University degree (post graduate level) in development studies, law, labour, economics, management or social sciences.

Languages Proficiency and ability to draft clearly in English and working knowledge of Hindi. Knowledge of other regional languages of areas covered by the Project would be an advantage.

Experience

Essential

At least seven years of experience of field management, particularly in managing technical co-operation projects in a developmental related field, preferably child labour, human trafficking, migration, education or other labour aspects. Experience of working with/in State or Central Agencies in India in the areas of development.

This experience would include working effectively in relation to government, employers' and workers' organizations, NGOs and UN agencies, preferably in a diversified environment. The experience should also demonstrate work related to interlinkages between the development and rights at work issues, including poverty alleviation, social security, tripartism and inclusion. Work experience in the field of child labour and child rights would be an added advantage. Knowledge of and experience with development policy at national, state and district levels is necessary.

Desirable

- Thorough knowledge of programme and budget, project formulation, administration and evaluation techniques and practices;
- Understanding and appreciation of the work of the United Nations activities for development;
- Knowledge of the ILO's financial rules and regulations; knowledge of IPEC's Programme Operations Manual, formats and processes would be an advantage;
- Knowledge of ILO Office-wide activities and priorities;

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- Knowledge of relevant Government Schemes/programmes, implementation procedures at field level.
- Knowledge of Indian National Labour Laws especially with reference to child labour.
- Excellent analytical skills; ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- Resourceful in ability to justify requirements and approaches to problem resolution, and ability to negotiate;
- Proficient in computer applications skills;
- Good organizational skills;
- Proven ability to work on own initiative as well as a team member and leader;
- Flexibility and openness to learn and develop personally as well as professionally;
- Excellent interpersonal skills and ability to deal with people with tact and diplomacy;
- Serious and proven commitment to mainstream gender, tripartite and social inclusion issues into project activities;
- Skilled to train and guide personnel; and
- Demonstrated ability to work under time pressure and meet deadlines;

INTERVIEW AND WRITTEN EXAMINATION

Prospective candidates will be required to sit for a written examination and / or be interviewed.

If the selected candidate has less than the qualifications required, the appointment may be made at a grade lower than that of the position. Applicants should send their curriculum vitae/resume to the address below. Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills. Applications from women are encouraged. No candidatures will be accepted after the closing date. Applications with full curriculum-vitae should be addressed to:

Director and ILO Representative In India, ILO, SRO-New Delhi , Core 4B, 3rd Floor, India Habitat Centre, Lodi Road, New Delhi-110 003, E-mail recruit_delhi@ilo.org **The ILO will inform the short-listed candidates.**

Keya Jeymo-Reddy
27/4/09