



SUBREGIONAL OFFICE FOR SOUTH ASIA, NEW DELHI

Vacancy Notice No. 11/2009

Post title: **Project Officer**
Project title: **Converging Against Child Labour: Support for India's Model**
Post Level: NO-B
Post Location: Project Office, ILO-SRO - New Delhi, India/with possibility of transfer to one of the project States
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

Under the direct supervision of the National Project Manager (NPM) and the overall supervision of the Director of the ILO SRO New Delhi, the Project Officer (PO) is responsible for the development, implementation and monitoring of state level activities of the Project. The PO will work in close collaboration with relevant SRO officials and the staff of other ILO projects to facilitate the highest technical integrity of the project outputs, as identified in the Project document.

The PO will undertake the following tasks:

- Ensure effective planning, implementation and monitoring of project activities (policy, advocacy, research, direct action) and contribute to the overall execution of the Project; The PO will have responsibility for specific States, in addition to responsibility for national level activities;
- Support and backstop partner agencies in the design, implementation and monitoring of Action Programmes under the Project, and the development and implementation of integrated provincial plans; Monitor progress of Action Programmes by reviewing, verifying and analyzing work-plans, progress reports, final reports and other data for clarity, consistency and completeness;
- Identify, establish, and maintain strategic networking and partnerships with major stakeholders, including government, employers' and workers' organisations, UN agencies and other development agencies, NGOs, the private sector other ILO projects under the guidance of the NPM and the SRO.
- Initiate and participate in dialogue, consultations, meetings and seminars focusing on combating child labour, trafficking and migration, social protection and poverty alleviation that will bring added value to the work covered by the Project;
- Serving as a focal point for selected technical subjects and attending relevant inter-agency meetings to promote ILO policies regarding child labour and other relevant international labour standards;
- Prepare briefs, periodic progress reports, donor reports (technical and financial) and other reports on Project activities in the country. Reports/information to the Ministry of Labour and Employment are to be provided through ILO-SRO;
- Draft, edit, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material;

- Brief ILO specialists and MOLE, project experts and visiting officials and provide relevant information on project matters and related socio-economic development issues;
- Undertake missions to project sites, also accompanying other officials;
- Collaborate closely with other ILO staff in India for greater work efficiency, consultation, coordination and impact.
- Guide the work of support staff;
- Perform other duties as may be assigned by the ILO.

3. QUALIFICATIONS

Education First level university degree 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 five years of relevant experience, particularly in managing technical co-operation projects or their components, 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;
- 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 project activities;

- 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;
- 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.**

Seeta Jeyaraj-Redd
27/4/09