



International Labour Office

### JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

This form must be completed and returned to the Regional HR Unit for approval before the intended recruitment process is initiated.

<i>For RHRD Use Only</i>	
Job Description Received:	25 Sep 2017
Approved & Returned:	26 Sep 2017

<b>Field Office:</b>	<b>ILO CO FOR SRI LANKA AND THE MALDIVES</b>
<b>Technical Responsible Unit/Department:</b>	ILO COLOMBO
<b>Technical Cooperation Programme:</b>	LKA/17/01/USA
<b>Centralised or Decentralised Project:</b>	Decentralized
<b>Position (Title):</b>	National Project Coordinator (NPC)
<b>Grade:</b>	NO-B
<b>Duty Station:</b>	Colombo – Sri Lanka
<b>Type of contract (SST, ST or FT):</b>	FT
<b>Source of funding (TC, PSI or RBSA):</b>	TC
<b>Duration:</b>	30 months

**1. Introduction** (general information about the context in which the official will work)

The Project on Equipping Sri Lanka to Counter Trafficking in Persons (EQUIP) presents a unique strategy to affect lasting change to the trafficking in persons challenge faced by Sri Lanka. Every year since 2013, Sri Lanka has been ranked under the “Tier 2 Watch List” in the United States Department of State’s annual Trafficking in Persons (TIP) Report. This implies a need for Sri Lanka to significantly step up efforts to combat human trafficking, and to do so urgently. The ILO Committee of Experts on the Application of Standards and Recommendations too have observed a need for Sri Lanka to step up prevention, protection and prosecution efforts as they review country compliance with ratified ILO Convention No. 29 on Forced Labour.

The trafficking in persons challenge in Sri Lanka is further complicated by contributing impediments in the realm of migration management and governance, a limited knowledge base on the phenomenon and on the methods for high impact responses, limited services on offer to protect victims and prosecute violators, and a legal and regulatory framework that is not as responsive as can be.

EQUIP takes into account these clear challenges and proposes a set of interventions comprising 3 overarching goals of Prevention, Protection and Prosecution, with a total of 4 core objectives, which are:

- Objective 1) Research and awareness to inform regulations and practice
- Objective 2) Ensuring fair business recruitment practices
- Objective 3) Protection services for identified victims
- Objective 4) Prosecuting and investigating offenders

Brief summary on the main purpose or objectives of the position

The NPC will be responsible for the day-to-day implementation of the project and realization of the project’s outputs at the national level by prompting and coordinating the work of the implementing partners.

**2. Reporting lines**

The NPC will work under the overall supervision of the Director of the ILO Country Office for Sri Lanka and the Maldives, with technical backstopping assistance from the ILO Decent Work Technical Support

team in New Delhi and other specialists in Bangkok and Geneva, including the FUNDAMENTALS and MIGRANT Branches.

### **3. Main duties and responsibilities**

1. Lead the project's timely implementation, monitoring and evaluation through management functions, including provision of technical and administrative supervision to the project team in line with the ILO policy, rules and regulations and according to the final project document and work plan.
2. Develop strategy and identify innovative interventions and approaches for delivering the project objectives, in consultation with constituents and partners. Contribute proposals for programme/project development and serve as national programme advisor to the Directorate and draft portions of programme and budget proposals, project proposals, programme background, country strategy papers, objectives, project reviews and evaluation. Monitor progress of ILO programmes, projects and activities by drafting and reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
3. Review and analyse country specific development plans and priorities, socioeconomic data, reports and other relevant information. Assemble and edit basic data required for planning, reporting and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.
4. Identify problems, propose solutions and action and follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
5. Provide or ensure access to legal and policy advice to the government and the social partners on issues related to the effective implementation of the project, including fundamental principles and rights at work, labour migration and fair recruitment.
6. Organize training programmes and awareness raising activities to improve understanding on the labour dimensions of trafficking in persons. Adapt training material to the national context for capacity-building and knowledge sharing. Participate as a resource person, and represent the project in national level consultative meetings, seminars and training workshops.
7. Provide inputs to and draft portions of terms of reference, policy briefs, research, tools, guidelines and other materials developed by the project. Prepare background information, periodical reports, subject matter related technical reports and statistical data on status of project activities and relevant developments in the country.
8. Contribute information (news, project updates) to the various ILO knowledge sharing platforms (including ILO website on fair recruitment, ILO ROAP website, Asia-Pacific Knowledge Sharing Platform).
9. Establish and maintain close and positive links with the relevant national and local stakeholders, such as national and local authorities, employers' and workers' organizations, international organizations, non-governmental organizations, private sector actors and the media that are active in the area of migration, human rights, women's empowerment and trafficking.
10. Develop and maintain strong links with ILO specialists within the ILO Decent Work Team in Bangkok/New Delhi, other colleagues in the field and HQ on specific technical areas requiring comprehensive and collaborative interventions.
11. Monitor progress of project activities with implementing partners by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness. Identify problems, propose solutions and action and follow-up with implementing partners to expedite implementation and meet targets. Follow-up on delays, clarify information and data provided, and act as the primary focal point for partners' enquiries about clearance and processing requirements. Assist in the development and maintenance of information systems for use in monitoring and reporting on activities and performance.



International Labour Office

## JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

This form must be completed and returned to the Regional HR Unit for approval before the intended recruitment process is initiated.

<i>For RHRD Use Only</i>	
Job Description Received:	<u>25 Sep 2017</u>
Approved & Returned:	<u>26 Sep 2017</u>

12. Ensure adherence to the ILO rules and regulations for financial and administrative matters and ensure timely fulfilment of all obligations and delivery of expected results of the project activities in the country.
13. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring resources as compared to planned activities, anticipate delays and make recommendations to project management for remedial action.
14. Brief ILO specialists, project staff and consultants, and visiting officials, academics, UN and NGO partners and provide relevant information on project-related matters. Provide interpretation to other ILO staff and consultants where appropriate.
15. Ensure effective administrative management of the project, including guidance and supervision of the personnel assigned to the project.
16. Ensure high-level communications to increase project's visibility at the national and international levels. This includes the responsibility to liaise with the UN country team, and other key stakeholders, to ensure effective coordination with relevant national strategies and related technical projects. Under direct guidance of CO-Sri Lanka maintain relations with mass media and concerned media groups in order to increase the impact of the project in society as a whole.
17. Other related duties as assigned.

#### 4. Qualifications required

**Education:** First level university degree in economics, social sciences, or related field and strong knowledge on development issues particularly in Sri Lanka.

**Experience:** At least three years of experience in project management (preferably in the area of labour migration, trafficking in persons or human rights) supervision, administration and implementation of grant/cooperative agreement requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports to the project donor).

**Technical requirements:** Good knowledge of labour economics as well as economic developments, and social policies. Knowledge of the policy making process and ability to use innovative techniques in putting into use the mechanisms already in place.

**Languages:** Excellent written and spoken command of the working language of the duty station and of English.

#### **Competencies:**

- Good knowledge about social, economic development, including labour and employment, trends in the country
- Ability to maintain good working relationships with all project stakeholders.
- Ability to establish and maintain systems within project operations.
- Demonstrated ability to manage technical co-operation projects of international organizations.
- Ability to understand and effectively work with Government, workers and employers organizations, non-government organizations and UN agencies.
- Ability to conduct action oriented research and write analytical technical report in English.
- Ability to conduct policy discussion and high-level political processes.
- Good communication skills, both written and verbal, to successfully advocate for and mobilize action to promote freedom of association and right to collective bargaining principles.
- Clear commitment to mainstream gender into project activities.

- Ability to lead and work in a team and good interpersonal relations.
- Ability to train and guide personnel.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office
- Ability to work independently with a minimum of supervision.

Interested candidates are invited to submit their Curriculum Vitae, **including e-mail address and telephone number** under confidential cover addressed to the Director, ILO Colombo Office, 202 Baudhaloka Mawatha, Colombo 7, Sri Lanka or e-mail:

**COLOMBO@ilo.org to reach on or before 18/10/2017**

Please indicate on the top left hand corner of the envelope or e-mail subject "**Post of NPC/CTIP- Colombo**".

Only short-listed candidates will be acknowledged.

"ILO is an equal opportunity employer"

"Canvassing will be an immediate disqualification"