



International Labour Organization  
Organisation internationale du Travail  
Organización Internacional del Trabajo

## RE-ADVERTISEMENT

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**Announcement No. KL/GS/01 (2017) E**

### VACANCY ANNOUNCEMENT

Post Title: Project Officer  
Project Title: From Protocol to Practice: A Bridge to Global Action on Forced Labour  
Post Level: NO-B  
Duration: One year fixed-term contract with the possibility of extension  
Duty Station: Kuala Lumpur (Malaysia)  
Project End Date: 30 March 2019

Under article 4.2, paragraph (e) of the Staff Regulations, the filling of vacancies in technical cooperation projects does not fall under Annex I of the Staff Regulations and is made by direct selection by the Director-General.

In order to support the best informed process in the filling of the following vacancy by direct selection, the ILO invites interested candidates to submit their applications by the above date.

Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organization. A fixed-term contract will be given. Extensions of technical cooperation contracts are subject to various elements including the following: availability of funds, continuing need of the functions and satisfactory conduct and performance.

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates.

#### **Introduction:**

The ILO seeks to recruit a Project Officer to support the implementation of project activities in Malaysia under a new project with a focus on global action against forced labour. The project activities in Malaysia will take place over 3 years.

At its November 2014 Governing Body, the ILO set out its strategy for the follow-up to the adoption of the Protocol and Recommendation on supplementary measures for the effective suppression of forced labour. The overall vision for this strategy is that by the time the ILO celebrates its 100th anniversary in 2019, forced labour will no longer persist at the current scale (estimated at 21 million). The objective is hence to effectively eliminate traditional and state-imposed forced labour systems and to significantly reduce contemporary forms of forced labour, which are often linked to human trafficking.

Malaysia is a signatory to various International Human Rights Instruments, including a number of the International Labor Organization (ILO) fundamental Conventions. These include the UN Convention on the Rights of the Child (CRC), ILO C. 138, C. 182, and C. 29, which are of particular relevance in combatting child labor, forced labor and human trafficking.

The project activities in Malaysia aim to improve compliance with international labour standards with regard to child labour, forced labour, and migrant workers. The ILO will focus technical assistance in the areas of legislative reform including promotion of coherence between various laws and the closing of loopholes, capacity building of the enforcement machinery, and awareness raising targeting the Government of Malaysia, primarily officials of MOHR and MOHA, as well as to workers and employers organisations and relevant NGOs and human rights bodies/organisations. Cooperation with relevant United Nations Organisations, particularly UNICEF, UNDP, UNODC, and IOM, will be pursued.

Technical assistance in the form of review and inputs to legislation, improving enforcement mechanisms through inspection, victim protections, sector specific risk assessments, tailored training tools and programmes, and targeted awareness raising will be undertaken.

The Project Officer will be based in a shared office space with other ILO staff in Kuala Lumpur. The incumbent will report to the International Technical Officer managing the project in Malaysia who will provide primary technical guidance, and the Deputy Regional Director of the ILO Regional Office for Asia and the Pacific (ROAP), who oversees the ILO program in Malaysia. Additional technical guidance will be provided by the overall Bridge Project Manager in Geneva and the Senior Fundamentals Specialist in the Decent Work Technical Team for East and South-East Asia and the Pacific in Bangkok (DWT-BKK). The Project Officer will work in close collaboration with relevant ILO colleagues in Malaysia; and the staff of other relevant ILO projects to facilitate the highest technical integrity of the project outputs, as identified in the Project document.

### **Duties and responsibilities:**

The Project Officer will support the implementation and coordination of the Malaysia component of the Bridge project, ensuring the timely and effective delivery of activities and outputs of the Project. Specifically, the Project Officer will perform the following duties and responsibilities:

1. Assist the International Technical Officer and contribute to the effective implementation of the project's activities through timely provision of inputs and outputs, and planning, control, monitoring and evaluation of project activities, in accordance with applicable ILO rules and regulations on monitoring of expenditure, project reporting as well as requirements set out in the project document and agreements with the donors.
2. Assist the International Technical Officer in the implementation and maintain processes for effective work planning, organization, coordination and monitoring of project activities in order to deliver all project outputs according to pre-set deadlines and schedule, in close collaboration and consultation with the Project Director and other stakeholders.

3. Keep up to date by reading and researching child labour, forced labour, trafficking and migration related activities in the ILO and with other United Nations partners in country and attempt to identify synergies.

5. Ensure effective coordination for timely exchange of financial, technical and administrative data with the project team based in Geneva; participate actively in the periodical/weekly coordination meeting of the project via skype/phone conference.

6. Under the guidance of the International Technical Officer follow-up with relevant executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets and liaise with stakeholders, national and non-government organizations in order to facilitate project implementation.

7. Assemble and edit basic data required for planning and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution; consider project partners' suggestions and needs in updating activities and work plan.

8. Assist in the programming of funds, prepare budget estimates and expenditure forecasts by analyzing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action.

9. Assess project partners' training and capacity building needs and organize and provide technical support and advice to ILO constituents and other stakeholders as relevant in line with the project strategy.

10. Under the guidance of the International Technical Officer participate in the organization of conferences, seminars, workshops, training sessions and meetings in the country. Serve as a resource person to the project's partners and during conferences, seminars, workshops, training sessions and meetings. Support training activities and identify training material adaptation to the national context for capacity-building and knowledge sharing.

11 Assist in knowledge management and communications, and help write reports and produce articles and develop advocacy and outreach activities on the project advancement and impact. Maintain appropriate contact with the media;

12. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on trafficking issues and project matters. Participate in the development of project research and publications.

13 Undertake missions to project sites, normally accompanying the International Technical Officer.

### **Qualification requirements:**

**Education** - University degree in human rights and labour law, public policy, sociology, social work, and/or project management.

**Experience** – At least three years of relevant national level professional experience, ideally in a leadership position within a project or an organisation. Experience working with projects

addressing issues of child labour, forced labour and/or other labour issues. Experience in working with a wide range of stakeholders from Government, industry, civil society and international organizations.

**Languages** - Excellent command of English and Bahasa

**Competencies** – Knowledge of programme and budget, project administration and evaluation concepts and procedures. Ability to interpret project information and to identify and analyse problems with implementation. Good drafting skills. Ability to communicate effectively both orally and in writing. Ability to clarify information. Good computer applications skills. Organizational skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy.

**Conditions of employment:**

Starting salary:	Ringgit 91,507.- per annum
Allowances & benefits:	Affiliation to the United Nations Joint Staff Pension Fund
	Affiliation to the ILO-ITU Staff Health Insurance Fund
	Dependants' allowance
	30 working days of annual leave

**Applications process:**

Interested candidates are requested to send their applications to the Regional Human Resources Unit, International Labour Organization via e-mail [bkk\\_hr@ilo.org](mailto:bkk_hr@ilo.org) by **12 March 2017**. Please indicate the reference code **KL/GS/01(2017) E** in the subject line. This vacancy announcement has been issued on the ILO website ([http://www.ilo.org/asia/info/WCMS\\_099955/lang-en/index.htm](http://www.ilo.org/asia/info/WCMS_099955/lang-en/index.htm)). Only candidates under positive consideration will be notified.

*The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.*