



File: PER-GS-4 (CONF)

Date: 21 June 2017

## Announcement No. KL/GS/04 (2017) E

### VACANCY ANNOUNCEMENT

Post Title: National Project Coordinator  
Project Title: Support for Labour law and Industrial Relations Reform in Malaysia  
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

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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.
- Externat candidates.

#### **Introduction:**

The ILO has received funds from the US Department of Labor to provide technical support and training to the government, workers and employers in the field of labour law reform, labour inspection and industrial relations.

Malaysia's labour legislation governing freedom of association, collective bargaining, trade unions, and various aspects of industrial relations dates from the 1950s and 60s. While amended a number of times, the core of the legislation has remained largely unchanged, and continues to provide for a substantial role for (and interference by) government in trade union matters and industrial relations (IR). The Government of Malaysia has indicated its intention to reform the Industrial Relations Act, the Trade Union Act, the Employment Act, as well as other pieces of legislation related to migrant workers and private employment agencies. It is important that this

be done through a system of tripartite consultation with workers and employers representative organizations. The government has also undertaken to strengthen its labour inspection system and improve industrial relations institutions and practices.

Improving workplace compliance through labour inspection in Malaysia has a critical link with work under the revision of legislation and reforms to the industrial relations system. In particular, for the inspectorate to fully leverage its role in protecting all workers and ensuring that national laws are respected, it must collaborate with workers', employers' and their organizations to better understand the compliance gaps and to leverage their voice in community outreach and awareness raising, particularly with respect to the new laws and regulations that are expected to be adopted.

Improved industrial relations skills, focused on collective bargaining for workers and employers, as well as dispute resolution for relevant government agencies, will also be required under the new regulatory framework. Strengthening of industrial relations institutions, such as the Industrial Court and the Industrial Relations Department of MOHR, will also be required. Promotion of bipartite and tripartite dialogue will be woven throughout the project.

The National Project Coordinator 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 Senior Specialists on Industrial Relation and International labour Standards in the Decent Work Technical Team for East and South-East Asia and the Pacific in Bangkok (DWT-BKK). The National Project Coordinator 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:**

Under the supervision of the Program Manager, the National Project Coordinator will be responsible for assisting in 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.

Specifically, the NPC will undertake the following duties and responsibilities:

1. Assist the Program Manager 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. Under the guidance of the Program Manager, 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.

3. Under the guidance of the Program Manager 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.
4. Keep up to date on labour law reform developments in Malaysia and on the perspectives of the social partners in this process.
5. Assist in the programming and control of resources, prepare budget estimates and expenditure forecasts by analysing and monitoring resources as compared to planned activities, anticipate delays and make recommendations to the Project Manager for remedial action.
6. 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.
7. 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 as needed and appropriate.
8. 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 human rights, labour law reform and labour inspection.
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. 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;
11. Assemble basic data and translate into local language(s) key news releases, media statements, communication materials, official correspondence, statements and speeches and other public information material to communicate project activities.
12. Maintain regular communication and information sharing with the Project Manager, relevant specialists in the ILO Decent Work Team in Bangkok and in Geneva as well as staff from other related ILO projects in Malaysia to ensure regular coordination of planning and activity delivery.
13. Supervise the work of the project's Administrative Assistant and national consultants.
14. Perform other duties as may be assigned by the Project Manager related to the goals of the project.

### **Qualification requirements:**

**Education** - A university degree in Law or relevant field or equivalent in experience.

**Experience** – At least two to three years of professional experience at the national level working in the area of Labour Law, Industrial Relation or Labour inspection.

**Languages** - Excellent command of English and national language

### **Competencies –**

- Knowledge of, and ability to perform a variety of conceptual analyses required for, project administration, planning, budgeting and evaluation techniques and practices.
- Ability to interpret project information and to identify and analyze problems with implementation.
- Ability to justify requirements and approaches to problem resolution, ability to negotiate.
- Ability to communicate effectively both orally and in writing.
- Commitment to human rights including gender equality and women’s empowerment.
- Good computer applications skills, including a command of the Microsoft applications.
- Strong 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.
- Ability to supervise staff.

### **Conditions of employment:**

Starting salary:	Ringgit 95,715. - 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 **4 July 2017**. Please indicate the reference code **KL/GS/02(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.*