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Announcement No. KL/GS/06 (2017) E

VACANCY ANNOUNCEMENT

Post Title: National Project Coordinator
Project Title: Protecting the rights of migrant domestic workers and plantation workers through improved labour migration governance
Post Level: NO-B
Duration: One year fixed-term contract with the possibility of extension
Duty Station: Kuala Lumpur, Malaysia
Project End Date: 30 June 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.
- Externat candidates.

Introduction:

Malaysia is one of the strongest economies in Southeast Asia with a GDP per capita of US\$ 9,766 and a growth rate of 4.95 percent in 2015¹. Migrant workers account for a third of the work force in key economic sectors such agriculture, manufacturing and construction where 1.7 million women and men migrant workers were registered in 2015. According to official government statistics, in 2014, Indonesian migrant workers were the biggest group of regular migrant workers in Malaysia with 817,000 workers. Bangladeshi workers were the third largest migrant community (after Nepalese) with 297,000 workers. Taken together, Indonesian and Bangladeshi workers account for more than half of all regular migrant workers in Malaysia.

¹ World Bank. (2015). <http://data.worldbank.org/country/malaysia> [Accessed 24 Oct 2016]

Plantation workers and domestic workers are among the most vulnerable and most difficult to reach groups of migrant workers due to the nature of their work and their limited access to support services and complaints mechanisms. Plantation workers are often in remote locations where they live and work in enclosed premises, while domestic workers often have limited freedom to move in and out of employers' houses and have no determined rest periods. There is also insufficient protection and enforcement of domestic workers' and plantation workers' labour rights due to the limited access of labour inspectors' and other law enforcement authorities to these workplaces. Moreover, there is a need for stronger labour migration governance in these sectors to address questionable recruitment, contracting and employment practices conducted by some recruitment agencies and employers.

The Project aims at improving the protection of domestic workers' and plantation workers' rights in Malaysia through improved labour migration governance. This will involve strengthening Memoranda of Understanding (MOUs) and standard employment contracts; improving domestic workers' and plantation workers' access to information, support services and remedies; and engaging with recruitment agencies and employers to improve recruitment, contracting and employment practices in these sectors. The Project will mainly focus on migrant workers from Indonesia and Bangladesh. It will collaborate closely with the Malaysian Ministry of Human Resources (MOHR) and Ministry of Home Affairs (MOHA), diplomatic missions of Indonesia and Bangladesh in Malaysia, workers and employers organizations, recruitment agencies, civil society and migrant communities to bring about sustainable change in governance and practices in domestic work and plantation sectors.

The National Project Coordinator will work under the technical supervision of the Technical Officer, and the administrative supervision of the Deputy Regional Director.

Main duties and responsibilities :

1. Maintain close links with relevant national and local stakeholders among the government, employers' and workers' organizations and civil society active in the area of labour migration, forced labour, domestic work and the plantation sector.
2. Review, analyze and share national development plans and priorities, socio-economic data, reports and other related information.
3. Compile, assemble and edit basic data required for planning, negotiating and reporting of project activities, considering different approaches and methodologies for project design, management and the identification and resolution of problems.
4. Organize project activities, and coordinate work with key stakeholders and implementing partners.
5. Draft work plans and terms of reference for project activities, and progress reports.
6. Monitor the work of implementing partners, consultants and service providers to ensure timely delivery of outputs.
7. Follow up delayed outputs and clarifying requirements. Identify problems, propose solutions and follow up to expedite implementation and meet targets.
8. Participate in policy dialogues, training workshops and technical consultations; as well as give presentations and address meetings.
9. Assist in developing and maintaining project information systems for use in the monitoring and reporting of activities, participants, and progress of implementation.
10. Assist in financial monitoring and control of resources. Prepare budget estimates and expenditure forecasts and make recommendations to management for remedial action.

11. Prepare briefs, periodical reports and information for the ILO webpage of the project, as well as other ILO web platforms. Ensure visibility by drafting news releases, official statements and other public information materials.
12. Draft, edit and translate into English or Bahasa - news releases, official documents and other public information materials.
13. Undertake missions to project sites, as necessary.
14. Perform other duties as assigned by the supervisors.

Qualification requirements:

Education - University degree in international development, law, political science, public administration, social sciences or a similar discipline.

Experience - At least three years of professional experience at the national level in a relevant occupational area such as labour migration, forced labour, human trafficking, and human or labour rights. Previous experience running development projects and working with Malaysian labour migration stakeholders would be an asset.

Languages - Excellent written and spoken command of English and Bahasa Malaysia

Competencies –

- Knowledge of project administration, budget management, and monitoring and evaluation concepts and procedures, as well as the Office’s financial rules and regulations
- Ability to work on own initiative as well as a member of a team
- Proactive, with the ability to build a high performance culture, by establishing clear goals, acting promptly and taking ownership of responsibilities.
- Capacity to give timely, detailed and constructive feedback to project support staff, implementing partners and consultants
- Ability to interpret project information and to identify and analyse problems to develop solutions
- Excellent drafting, organizational and analytical skills
- Strong ability to communicate effectively both orally and in writing, and advocate the ILO mandate and the project’s vision.
- Ability to build a collaborative culture by promoting cooperation, soliciting the views of others and building wide and effective networks inside and outside the ILO.
- Ability to deal with people with tact and diplomacy.

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 by **30 October 2017**. Please indicate the reference code **KL/GS/06(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.