



International Labour Office

JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

For HRD Use Only	
Job Description Received:	
Approved & Returned:	

Organisational Unit/Department:	ILO DWT/CO PRETORIA
Technical Responsible Unit/Department:	GREEN JOBS/ENTERPRISES
Technical Cooperation Programme:	Partnership for Action on Green Economy (PAGE) GLO/15/32/UNP
Centralised or Decentralised Project:	Centralised
Position (Title):	National Project Coordinator
Proposed grade:	NO-B
Duty Station:	Pretoria (ILO Office)
Type of contract (SST, ST or FT):	FT (100%)
Source of funding (TC, PSI or RBSA):	TC
Duration:	One year, maybe renewed

1. Introduction

The Partnership for Action on Green Economy (PAGE) is a global programme between several United Nations (UN) agencies such as UN Environment, United National Development Programme (UNDP), United Nations Industrial Development Organisation (UNIDO), United Nations Institute for Training and Research (UNITAR) and the International Labour Organization (ILO) with UN member states across the world. PAGE was launched in response to the appeal made at Rio+20 for the UN system to support countries interested in pursuing the transition to a green economy within the context of sustainable development and poverty eradication and PAGE therefore assist countries in their efforts to transition to environmentally viable and socially inclusive green economies.

The Republic of South Africa is one of eight countries that have entered into a partnership agreement with PAGE and the implementing national counterpart in South Africa is the Department for Environmental Affairs (DEA). In each country a National Project Coordinator (NPC) coordinates activities between national governments and the UN PAGE agencies. In South Africa the ILO is the lead agency and is currently looking for a South African NPC. The position will support the implementation of PAGE in South Africa in 2018, building on the agreed implementation framework and work plan for South Africa as well as support national partners and UN Agencies in identifying and delivering on future priorities.

2. Reporting lines

The NPC will report to the Director of the ILO Decent Work Team for Eastern and Southern Africa / Country Office for Botswana, Lesotho, South Africa and Swaziland (ILO DWT/CO Pretoria) and will be based in the DWT/CO Pretoria office, South Africa. The NPC will be directly backstopped in technical matters by the Senior Specialist for Job Creation and Enterprise Development and by other DWT specialists when required in tandem with the support from the staff of the Green Jobs Unit of the Enterprises Department at ILO Headquarters, Geneva.

3. Duties and responsibilities

In general, the NPC will support the coordination of activities of the PAGE programme in South Africa in conjunction with the participating UN Agencies and the Department for Environmental Affairs as the national counterpart.

More specifically, the NPC will:

1. Coordinate and facilitate ILO and UN Agencies engagement with national partners from both the public and private sector in support of the implementation of PAGE and ensure and coordinate timely and effective implementation and reporting of agreed project outputs

2. Review and analyse specific development plans and priorities, socioeconomic data, reports and other relevant information for South Africa and provide written analysis on links to the PAGE programme
3. Identify PAGE programme implementation challenges, propose solutions and action and follow-up with UN Agencies, ILO departments at headquarters and the ILO Regional Office for Africa, constituents and other organizations to expedite implementation and meet targets.
4. Prepare briefs, background information, periodical report and technical reports on the green economy in South Africa and status of the PAGE programme
5. Contribute to, review and comment on PAGE technical reports such as on stock-taking, sector policies, indicators and institutional learning, to inform project implementation, report on progress and suggest remedial action where appropriate
6. Support resource mobilization initiatives and local partnership arrangements with representatives of key stakeholders, and formulate proposals for projects on green economy promotion
7. Participate in the preparation of conferences, seminars, workshops, training sessions and meetings including in the technical content preparation of the 2018 PAGE ministerial conference organised in South Africa by the department for environmental affairs, and speak on behalf of the ILO and UN PAGE agencies when attending these gatherings alone.
8. Support the design and delivery of capacity building activities and knowledge sharing for PAGE partners, including the organization of national PAGE conferences and training academies, among others those managed by the ILO's International Training Centre in Turin, Italy.
9. Assist in the programming and control of resources from all sources 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.
10. Identify, contract and supervise external collaborators
11. Provide updates, mission reports and communicate on progress of PAGE implementation, as well as participate in periodic PAGE global technical team meetings, conferences and workshops
12. Undertake missions to project sites across South Africa independently or accompanying other officials.
13. Supervise the work of support staff and junior national staff.
14. Perform other duties as may be assigned by the supervisor.

4. Qualifications requirements

Education

First level university degree in sustainable development and/or economics and/or educational studies and/or environmental science.

Experience

Two to three years of professional experience in the relevant occupational area.

Languages

Excellent command of the English language and one of the official national languages of South Africa

Competencies

Good knowledge of programme and budget, project formulation, administration and evaluation techniques and practices. Good knowledge of the role and operations of UN system activities for development. Knowledge of the office's financial rules and regulations. Knowledge of office-wide activities and priorities. Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects. Excellent drafting skills. Ability to communicate effectively both orally and in writing. Excellent analytical skills. Ability to justify requirements and approaches to problem resolution, and ability to negotiate. Good computer applications skills. Good 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.



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The contract offers a benefits package according to ILO standards.

Grade: NOB Step 1 Gross salary per annum: R 723, 078.00 (FIGURES QUOTED (BASED ON THE RATE AT THE TIME OF PUBLICATION OF THIS VACANCY) ARE ONLY INDICATIVE)

Applications with a detailed Curriculum Vitae (must include a minimum of 3 referees) and a motivation letter (quoting the Job title) should either be e-mailed or posted to the details below, and to reach us by no later than 09 February 2018, COB. (Only short listed candidates will be contacted):

The Director, ILO Office Pretoria, E-mail: hr_pretoria@ilo.org (hr_pretoria@ilo.org)
P.O.Box 11694, Hatfield 0028
Enquiries: Tel: +27 12 818 8000.

ONLY SOUTH AFRICAN NATIONALS WILL BE CONSIDERED FOR THIS POSITION

“Assessed candidates who will be considered as appointable but not selected for this position can also be offered to be assigned on another temporary position at the same or at a lower grade provided that said candidates possesses the minimum qualifications for this position”.