



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 Office for Turkey
Technical Responsible Unit/Department:	ILO Office for Turkey / ILO Migrant Branch
Technical Cooperation Programme:	Promoting Decent Work Opportunities for Non-Syrian Refugees and Asylum Seekers in Turkey
Centralised or Decentralised Project:	Decentralized
Position (Title):	National Programme Officer
Proposed grade (to be confirmed by HRD):	NOA
Duty Station:	Ankara, Turkey
Type of contract (SST, ST or FT):	FT
Source of funding (TC, PSI or RBSA):	TC
Duration:	Until 29.03.2019

1. Introduction: general information about the context in which the official will work / background on the project:

The project is funded by the U.S The Bureau of Population, Refugees and Migration (PRM) and links to CPO TUR 159 (Policies and programmes implemented by constituents aimed at protecting migrant workers' rights and promoting decent employment for the Syrian refugees and migrant workers -Outcome 9).

Large movements of refugees and migrants continue to top the global political agenda, including that of the ILO. ILO is supporting further policy dialogue on a range of related issues, including implementation of the legislation, access to employment-related services, social protection, conditions and rights at work, business investment and transition from the informal to the formal economy.

While attention is focused on approximately 3 million Syrian refugees, Turkey is also home to hundreds of thousands of refugees and migrants from other countries who face different challenges in accessing labour markets in decent conditions. Lack of data and assessments on living and working conditions of non-Syrian refugees and asylum seekers remains a major challenge. To that end, with the current project, ILO aims to collect information and analyse the socio-economic conditions of non-Syrian refugees and asylum seekers and explore employment possibilities and access to decent work opportunities in satellite cities that refugees are resettled through labour market analyses. The project will focus on enhancing the knowledge and evidence base for further interventions in addressing the very specific decent work needs of refugee populations in Turkey.

The main objectives of the project are to:

- Enhancing the knowledge and evidence base by identifying, collating and analysing reliable data and information on refugees, in particular non-Syrians, in the labour market

through local and national level research, studies and surveys to inform policy making interventions.

- Strengthening the capacity of national and local authorities to address some of the challenges that non-Syrian asylum seekers and refugees encounter in Turkey.
- Enhancing labour market integration of non-Syrians through improving their skills, supporting existing national mechanisms and improving information and wider understanding on refugee community, particularly on non-Syrian refugee and asylum seeker rights, benefit and responsibilities.

The ILO will be operationally and technically responsible for the referred project which will be implemented and managed by the ILO in close cooperation with national social partners. The National Programme Officer will assist the National Project Coordinator and will undertake the below mentioned duties.

2. Reporting lines:

The National Programme Officer will report to the National Project Coordinator under the overall supervision of the Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

1. Be responsible for the technical and administrative implementation of the “Promoting Decent Work Opportunities for Non-Syrian Refugees and Asylum Seekers in Turkey” project.
2. Review and analyze relevant documents/information produced by the Government, research institutions, universities, other UN agencies, and other development partners; and provide written analysis on the findings to management.
3. Monitor progress of the project and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
4. Provide programming and administrative support to programmes and projects in areas of responsibility.
5. Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of project activities.
6. Ensure management of the project budget according to ILO rules and procedures, and in line with sound financial management principles.
7. Monitor the expenditure, budget realisations and delivery rates; and suggest necessary revisions and reallocations in a timely manner.
8. Provide strategic advice to the beneficiary, the ILO, the team members as well as the project stakeholders or relevant institutions on the necessary actions to be taken for the timely delivery of the expected project outputs
9. Ensure coordination among the members of the project management team (PMT), the beneficiary, the ILO and the other project stakeholders and project target groups.
10. Oversee the organization of conferences, seminars, workshops, training sessions and meetings.
11. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
12. Draft and edit official correspondence, statements and speeches and other public information material.



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13. Undertake regular missions to project sites and conduct regular meetings with stakeholders and beneficiaries, as deemed necessary.
14. Supervise the work of the project team.
15. Perform necessary tasks under the ILO's internal integrated resource utilization system and software
16. Perform other duties as may be assigned by the Director of ILO Office for Turkey and the National Project Coordinator.

Qualifications requirements:

Education

- First level university degree in Economics, Sociology, Social Sciences or related fields.

Experience

- Two years of professional experience at the national level in the fields of social policy, employment, public affairs and social integration of vulnerable groups.
- Experience in designing, implementation and monitoring of projects/programmes.
- Experience in working with refugees and asylum seekers will be an asset.
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Languages

- Excellent command of English and Turkish.

Competencies

- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Knowledge of financial rules and regulations.
- Knowledge of office-wide activities and objectives.
- Ability to interpret project information and to identify and analyze 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.
- Ability to supervise staff.