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Chief Technical Advisor (CTA)



Grade: [[P5]]

Vacancy no.: [[DC/ABIDJAN/P/2018/02]]

Publication date: 4 September 2018

Application deadline (midnight Geneva time): 25 September 2018

Job ID: [[640]]

Department: [[RO-AFRICA]]

Organization Unit: [[RO-AFRICA]]

Location: [[ABIDJAN]]

Contract type: [[Fixed Term]]

Contract duration: [[12 months, with possibility of extension]]

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 present vacancy by direct selection, the ILO invites interested candidates to submit their candidature online by the above date (midnight Geneva time).

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 another type of appointment in the Organization. A one-year fixed-term contract will be given. Appointment under and extension of technical cooperation contracts are subject to various elements including the following: approval of project, availability of funds, continuing need of the functions and satisfactory conduct and performance.

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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 Chief Technical Adviser at the P5 level to manage a Development Cooperation project with a focus on action against child labour in Africa.

The position will be located in the ILO Regional Office for Africa in Abidjan (ROAF). The main objectives of the International Labour Organization (ILO) in Africa are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

Africa's population is rising the fastest. The pressure to provide decent work opportunities for new labour market entrants will be particularly acute in Africa. The ILO in the region has given priority to promoting employment in the rural and informal economies, and underscored the need for action to tackle youth unemployment. Building the capacity of its constituents to contribute more effectively to the achievement of equitable and inclusive growth is a major urgency.

Promoting more and better jobs for inclusive growth, the rural economy, formalizing the informal economy are addressing the needs of African economies. Greater focus is also dedicated to implementing labour migration policies, providing skills in the rural sector and the SMEs as well as making social protection floors a reality in Africa.

The technical backstopping unit is the Fundamental Principles and Rights at Work Branch (FUNDAMENTALS) of the Governance and Tripartism Department (GOVERNANCE). GOVERNANCE provides advice on labour laws based on ILO conventions and recommendations, state-of-the-art technical support and capacity-building to labour ministries and assists labour inspectorates to build capacity and develop strategies to achieve compliance with labour laws. It advocates and helps constituents to build strong and functional institutions and processes for social dialogue and to realize fundamental principles and rights at work.

The FUNDAMENTALS Branch carries out technical cooperation, research, statistical and advocacy functions to assist ILO member States to respect, promote and realize fundamental principles and rights at work, which are: freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labour; the effective abolition of child labour; and the elimination of discrimination in respect of employment and occupation.

Description of Duties

Project management:

1. Responsible for effective management, coordination, planning, implementation, monitoring and evaluation of all project activities in conformity with ILO policies and project strategies, and in accordance with ILO programming guidelines and country/action programs, and administrative and financial procedures, in consultation with the responsible Field Office, if applicable.
2. Oversee the delivery of research products at country level and – in liaison with FUNDAMENTALS Research and Evaluation unit – at global level

3. Manage funds/budgets allocated to the project and ensure the preparation of periodic progress reports for submission in accordance with the established rules and procedures.
4. Manage efficiently the human resources of the project including recruitment and performance management.

Technical leadership and advice:

5. Provide technical expertise and advice to the project team and when required to the stakeholders of the project, including relevant government agencies and other key institutions. Ensure that technical interventions and decisions are well founded and take into account the specific nature of the project/program objectives.

Advocacy, networking and partnership:

6. Develop and maintain excellent relations with regional organizations, governments, ministries, employers' and workers' organizations, non-governmental organizations, target groups and donors, and promote opportunities for collaboration towards planning and implementation of project activities.
7. Liaise and coordinate with the other UN agencies and counterparts to promote ILO values, increase the project visibility and facilitate the scaling-up of the ILO's interventions.
8. Promote and support Alliance 8.7 initiatives at regional, sub regional and country level in Africa.
9. Promote ILO policies in the related technical areas of the project, other fundamental rights at work and the relevant International Labour Standards in collaboration with other technical/labour standards specialists.

Mobilization of resources:

10. Promote relationships with the multi-lateral and bilateral donor community and oversee and monitor resource mobilization proposals in coordination with the responsible Country Offices and PARDEV.

Knowledge management:

11. Ensure visibility and communication of project activities, results and products at different levels.
12. Design communication and knowledge-sharing strategies, and lead the development of the project information materials.
13. Ensure the development of information databases covering project activities. Prepare periodic and ad hoc reports on the status of planning and implementation and establish coordination with concerned ILO Departments and Field Offices.
14. Identify training needs and lead training workshops and meetings for the tripartite partners, NGOs, other agencies, target groups and staff as appropriate to reinforce the professional capabilities.
15. Represent the Office at meetings, seminars and evaluations and build and enhance strategic partnerships and networks of government policymakers, workers' and employers' organizations and civil society organizations.
16. Perform other duties as required.

Required qualifications

Education

Advanced university degree in Management, Law, Economics, Social Sciences or any other relevant subject.

Experience

At least ten years of relevant experience in the management of development cooperation activities, of which at least seven years at the international level. African working experience will be a strong asset.

Proven track record as a manager of timely delivery of substantial Development Cooperation Projects

Experience working on global supply chains and / or crisis and fragile situations would be an advantage.

Familiarity with ILO policies and procedures would be an advantage.

Languages

Excellent knowledge of English. Working knowledge of French would be a strong asset.

Competencies

- Proven ability to take ownership of all responsibilities, to act with integrity and transparency by maintaining social, ethical and organisational norms, and to meet all commitments within the prescribed time, cost and quality standards.
- Ability to develop clear strategic goals consistent with the project/program's objectives, and to design and synthesise strategies for program development.
- Ability to advocate and provide policy advice.
- Excellent leadership skills, ability to work effectively in a team and excellent interpersonal skills.
- Ability to formulate new concepts and methodologies and to synthesise research and reach empirically based conclusions on related subjects by understanding both the qualitative and quantitative approaches in social science research.
- Ability to develop training strategies and design training materials.
- Ability to formulate project proposals, policy documents and procedural matters.
- Ability to promote a knowledge sharing and learning culture in the office, and to focus and guide others to meet objectives at individual and group level.
- Excellent written and verbal communication skills, including the ability to write accurate reports and to build networks to obtain cooperation with partners.
- Proven capacity to initiate and implement development cooperation project/program activities with partners.
- Excellent negotiation skills and ability to provide high quality services.
- Ability to plan and support the development of individual's skills and abilities for a more effective fulfilment of job/role responsibilities;
- Ability to maintain effectiveness when experiencing major changes in work tasks or environment, and to adjust effectively to new work structures, processes, requirements or cultures.
- Drive to seek or encourage others to seek opportunities for different and innovative approaches to organisation challenges and opportunities for improvement.
- The ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Conditions of employment

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules. Any offer of employment with the ILO is conditional upon certification by the ILO Medical Adviser that the person concerned is medically fit to perform the specific inherent requirements of the position offered. In order to confirm an offer from the ILO the successful candidate will be required to undergo a medical examination.
- Any appointment under and extension of technical cooperation contracts are subject to various elements including the following: approval of project, availability of funds, continuing need of the functions and satisfactory conduct and performance.

For more information on conditions of employment, please visit: <http://ilo.plateau.com/icontent/CUSTOM>

/ilo/HRD_PMDOCS/Emp_Conds_EN.pdf

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit [ILO People](#). The system provides instructions for online application procedures.

Applicants will be contacted directly if selected for a written test and/or an interview.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including technical tests or interviews.

Fraud warning

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

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