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Programme Manager



Grade: P4

Vacancy no.: DC/NAIROBI/P/2018/01

Publication date: 5 September 2018

Application deadline (midnight Geneva time): 26 September 2018

Job ID: 646

Department: RO-Africa

Organization Unit: CO-Dar es Salaam

Location: Nairobi

Contract type: Fixed Term

Contract duration: 12 months

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. 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.

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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

Large mixed migration movements continue to top the global political agenda, as reflected in the 2016 UN New York Declaration, and remain at the forefront of concerns, discussions and collaboration across the multilateral system and beyond. These movements create considerable challenges for countries of first asylum, transit and destination, as well as countries of origin, including through impact on socio-economic environments, such as labour markets of host countries, particularly where these may have already been under pressure and there is high unemployment.

The majority of refugee populations are hosted by low- and middle-income countries. As displacement has become increasingly protracted, responses are becoming more focused on durable solutions to support more dignified, inclusive and comprehensive programmes for refugees and the communities that host them to facilitate self-reliance and empowerment and strengthen social cohesion. It is paralleled by regional and country-level efforts in several areas, including in the Middle East and North Africa region and in the Horn of Africa.

In this context, the Government of the Netherlands has launched a new partnership initiative built on the combined strengths, experience and values of specific development and humanitarian organizations to develop a new paradigm in responding to forced displacement crises. The partners include: the Government of the Netherlands, the International Finance Corporation (IFC), the ILO, the UNHCR, UNICEF and the World Bank. The Partnership aims to help transform the way governments and other stakeholders, including the private sector, respond to forced displacement crises – and in particular: (1) to enhance the enabling environment for the socio-economic inclusion of forcibly displaced persons (to mitigate their plight during years of exile and to best prepare them for their return); (2) to enhance access to education and child protection for vulnerable children on the move; and (3) to strengthen the resilience of host communities through inclusive socio-economic development that also benefits forcibly displaced persons.

The Partnership will be grounded on results-based and country-led approaches (“bottom up”) in two identified regions: MENA and the Horn of Africa. The programme aims to accelerate efforts to find sustainable solutions for countries confronted with large influxes of refugees. It will also aim to develop and implement evidence-based solutions, tailored to each context – as well as to test, and learn from, innovative operational solutions, including improving the availability, collection and use of data and evidence.

An “exploratory phase”, from August 2018 to July 2019, has been agreed with the Partnership, during which country vision documents will be drawn up, initial activities either launched or scaled up, working plans, systems and structures discussed and agreed between Partners in each country and global knowledge, management and monitoring and evaluation systems set up. In addition, detailed programme documents

will be developed for each country by April 2019. The ILO's vision within the Partnership is: To strengthen decent work in countries impacted by forced displacement to mitigate stress factors at all levels and support inclusive socio-economic enablers for access to labour markets and empowerment of host communities and of forcibly displaced populations.

Within the policy and procedural requirements established by the ILO and the Partnership Programme, the Programme Manager (PM) will be responsible for the day-to-day management of the programme implementation and provide technical advisory services towards the development and execution of future programmes to be developed in the programme fields of activity. S/he will ensure that the objectives stated in the programme documents (exploratory phase and future country programmes) are attained within the stated timeframe and budget and ensure compliance with the ILO and the programme's financial and operating procedures. The incumbent will promote ILO policies in the programme-related technical areas and other components of the ILO Decent Work Agenda.

2. Reporting lines:

The PM will report directly to the Director of the ILO Office in Dar-es-Salaam for operational and administrative issues and will be under the technical guidance of the CTA of the Partnership Programme (DDG-P) in HQ for all technical-related outputs and overall project implementation. Additional technical support and collaboration will be coordinated with key technical units in the Decent Work Team in Pretoria and HQ.

S/he will also oversee the work of administrative and other support staff of the programme, national officers and other international and local consultants hired during the course of the programme.

Description of Duties

Programme management:

- Ensure effective implementation of the programme through: the provision of inputs, the delivery of outputs, and the planning, monitoring and evaluation of activities. Deliveries and outcomes must be in conformity with ILO policies and project strategies and in accordance with ILO programming guidelines and country/action programmes, and the administrative and financial procedures in consultation with ILO CO Dar-es-Salaam.
- Responsible for the effective management of funds/budgets allocated to the programme.
- Manage the human resources of the programme efficiently, including recruitment and performance management.

Technical assistance and advice:

- Provide technical advice and support on policy and approaches facilitating access to labour market for host communities and refugees to relevant government ministries, social partners and other key national and international partners, in close collaboration with the Director of ILO CO Dar-es-Salaam, the Decent Work Team and HQ units as relevant. Technical areas include: income generation, employment promotion, skills

development, active labour market policies, enterprise development, social protection, gender, child labour and international labour standards.

Advocacy, networking and partnership:

- Strengthen relationships to cooperate and coordinate with government ministries, employers' and workers' organizations, non-governmental organizations, target groups and donors in the planning and implementation of programme activities.
- Liaise with other UN counterparts to promote ILO's values, increase the programme's visibility and facilitate the scaling-up of the ILO's interventions.
- Promote ILO policies in the related technical areas of the programme, other fundamental rights at work and the relevant International Labour Standards in collaboration with other technical/labour standards specialists.
- Ensure the meaningful engagement of the ILO in areas of planning, implementation and follow-up to the CRRF and Nairobi Declaration National Action Plans, including participation in and contribution to relevant committees, forums and networks relating to these initiatives. This will include support for the ILO's engagement in similar systems and structures at local level as may be relevant and feasible.
- Strengthen relationships to cooperate and coordinate with the national refugee authority and UNHCR in line with the ILO-UNHCR MOU and joint action plan and its follow-up.

Mobilization of resources:

- Undertake local resource mobilization activities with the multilateral and bilateral donor community for the development of future activities linked to the programme in (coordination) consultation with ILO CO Dar-es-Salaam and PARDEV.

Knowledge management:

- Support the monitoring and evaluation of the programme's activities, in close collaboration with relevant national and international stakeholders, ILO CO Dar-es-Salaam, the ILO DWT in Pretoria and technical specialists in HQ, in conformity with ILO policies and project strategies, and in accordance with ILO country and action programmes
- Write and disseminate information on programme materials in close collaboration with other relevant technical specialists at HQ.
- Ensure the development of information databases covering programme activities; prepare periodic and ad

hoc reports on the implementation status and coordinate with concerned ILO departments and programmes.

- Identify and document lessons learned and contribute to knowledge management activities within the ILO to expand and enhance learning on supporting the access of refugees and host communities to decent work.
- Identify training needs and organize training workshops and meetings for the tripartite partners, NGOs, other agencies, target groups and staff as appropriate to reinforce the professional capabilities.
- Undertake other duties as required.

Required qualifications

Education

Advanced university degree in the relevant field.

Experience

At least seven years of relevant professional experience in one or more of the following policy areas: income generation, employment promotion, skills development, active labour market policies, enterprise development, social protection, including three years at the international level. Direct experience in Refugees or fragile settings is an asset.

Familiarity with ILO policies, technical programmes and procedures, including experience working with officials of ministries of labour and/or education would be an advantage, as would experience of working in crisis settings.

Languages

Excellent knowledge and command of English and good working knowledge of another (French or Spanish).

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 programme's objectives, and to design and synthesise strategies for programme 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 materials, alternative courses of action, project proposals, policy, procedural matters and present them at high-level meetings.
- 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.

- Strong written and verbal communication skills, including the ability to write accurate reports and to build networks to obtain cooperation with partners.
 - Excellent computer/information application skills, including word processing, excel, power point etc.
 - Proven capacity to initiate and implement development cooperation programmes and activities with ILO constituents and NGOs, including negotiation skills with governments, social partners and to mobilise the support of international donor agencies and provide 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 work within 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.
 - Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.
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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 extension 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.

For more information on conditions of employment, please visit: https://jobs.ilo.org/content/International/?locale=en_GB

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit [ILO Jobs](#). 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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