



भारत सरकार
श्रम एवं रोजगार मंत्रालय
श्रम शक्ति भवन
रफी मार्ग, नई दिल्ली-110 119
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
SHRAM SHAKTI BHAWAN
RAFI MARG, NEW DELHI-110 119

No.T-11025/16/2017-LC

Dated 29.5. 2018

To

1. Secretaries to the Government of India(All Ministries/Departments)
2. Principal Secretary(Labour)/Secretary(Labour) (All States/UTs)

Sir/Madam,

India is a founder member of ILO and a permanent member of its Governing Body as a Country of Chief Industrial Importance. It is critical that India is well represented at the decision making level. International Labour Organisation regularly advertises short term/long term vacancies at their Headquarters (Geneva) and at their field offices.

2. ILO Decent Work Team for South Asia and the Country Office for India, New Delhi has circulated the vacancy of National Project Coordinator in ILO with duty station in New Delhi. Applications with full curriculum –vitae should be addressed to the Director, ILO DWT/CO-New Delhi and send to RECRUIT-DELHI@ilo.org. Copy of vacancy circular is attached.

3. You are requested to widely circulate the above vacancy for information to eligible and aspirant candidates/officers under your Ministry/Department.

Yours faithfully,


(Suresh Singh)
Director

Copy to:

1. All officers/Divisions in the Ministry including office of DGLW
2. Notice Board in the Ministry
3. NIC/IT Cell to place the vacancy circular in "What's New" Scroll in the website of the Ministry.
4. Director, ILO-DWT Office of South Asia and Country Office of India, Core 4-B, India Habitat Centre, Lodhi Road, New Delhi



International Labour Organization
Organisation internationale du Travail
Organización Internacional del Trabajo

श्रम सम्मेलन अनुभाग/L. C. Section
अपरी नं०/एफ.टी.एस. नं. 375884
Dy. No./F.T.S. No.
दिनांक 25/5/2018
Date

With best compliments
of the
Director

11 May 2018

Ms Anuja Bapat
Director
Ministry of Labour & Employment
Shram Shakti Bhawan
New Delhi

US (left)
P. Giridhar
25/5
Sh. Das

6/10
24/5

Vacancy Notice No. 03-2018 for the post of National Project Coordinator

Please find attached the Vacancy Notice No. 03-2018 for the post of National Project Coordinator.



A. Choudhary

DECENT WORK

A better world starts here

ILO DWT for South Asia and Country Office for India
Core 4B, India Habitat Center,
Lodhi Road,
New Delhi 110 003, India

Tel. + 91 11 4750 9200
Fax + 91 11 2460 2111
E-mail : delhi@ilo.org
www.ilo.org/india



INTERNATIONAL LABOUR OFFICE (ILO)
JOB DESCRIPTION

International Labour Office

Vacancy Notice No.:	03/2018
Field Office:	DWT/CO-New Delhi
Technical Responsible Unit/Department:	FUNDAMENTALS
Development Cooperation Programme:	RAS/17/11/GBR Work in Freedom Programme (WIF)
Centralised or Decentralised Project:	Decentralised
Position (Title):	National Project Coordinator
Grade:	NO-B
Duty Station:	New Delhi (India)
Type of contract (SST, ST or FT):	FT
Source of funding (DC, PSI or RBSA):	DC
Duration:	One year (with a possibility of extension)
Closing Date:	25 May 2018

1. **Introduction** (general information about the context in which the official will work)

The National Programme Coordinator (NPC) will coordinate the Work in Freedom (WIF) Programme in India. WIF is an ILO programme aiming to reduce vulnerability to forced labour of women and girls in South and West Asia funded by the UK Department for International Development (DFID). WIF targets women and girl migrants originating from India, Bangladesh and Nepal and women and girl migrants in receiving countries in India, Jordan, Lebanon and Gulf countries specifically in areas such as domestic and garment work. In India the project will target areas with high outflows of both inter-state migrants (e.g. Jharkhand, Chhattisgarh and Odisha) and international migrants (South India). It also target areas with high in-flows of women migrants such as large metros and garment production clusters. In each country a National Programme Coordinators implements the programme together with project partners and constituents. WIF has four streams of work focusing on women and girls: (1) a women's empowerment component in areas with high outflows of women migrants, (2) a worker organizing component, (3) a fair recruitment component, (3) a law and policy component and a (4) research and evaluation component. The programme was recently extended for five more years and is its first year of its second five year cycle.

2. **Reporting lines**

The National Project Coordinator will draw on his or her knowledge of women's labour and mobility in India, to propose, coordinate and implement the programme. S/he will report directly to the Chief Technical Adviser.

3. Main duties and responsibilities

A. Context analysis and planning:

1. Review and analyse the evolving landscape of women's work and mobility, especially affecting excluded low-income households. Review and analyse policies and disaggregated data underpinning such trends and identify possible policy interventions of the programme.
2. Keep abreast of other forced labour and migration related activities of the ILO and other organisations.
3. Assemble and edit basic data required for planning and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution; consider project partners' suggestions and needs in updating activities and work plan. Draft terms of reference for partnership agreements, consultants or service providers.

B. Project management:

4. Monitor progress of ILO by contributing to the development of work-plans, progress reports, final reports and other data and reviewing and analysing them for clarity, consistency and concision; Prepare briefs, periodical reports, lessons learned and statistical data on status of the project activities and themes addressed by the project.
5. Provide programming and administrative support to project in areas of responsibility. Ensure adequate coordination for timely exchange of financial, technical and administrative data with the programme, technical team, administrative and financial section and the project team based in other countries; participate actively in the periodical/weekly coordination meeting of the project via in-person, Skype/phone conference.
6. Provide guidance to administrative finance or programme assistants based in the ILO New Delhi Country Office.
7. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action.
8. Coordinate and liaise with stakeholders, national and non-government organizations in order to facilitate project implementation.

C. Knowledge sharing and communication:

9. Take the lead, coordinate and participate in the organization of conferences, seminars, workshops, training sessions and meetings. Serve as a resource person to the project's partners and during conferences, seminars, workshops, training sessions and meetings.
10. Follow-up with project colleagues in other countries, relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to ensure implementation and meet targets.
11. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
12. Contribute information (news, project updates) to the various ILO knowledge sharing platforms (ILO website, Asia-Pacific Knowledge Sharing Platform)
13. Undertake missions to project sites, accompanying other officials.
14. Support training activities and identify or adapt training material to the national context for capacity-building and knowledge sharing.



INTERNATIONAL LABOUR OFFICE (ILO) JOB DESCRIPTION

International Labour Office

15. Participate in the development of project research and publications.

16. Other related duties as assigned.

4. Qualifications required

Education: University degree in social sciences (e.g. anthropology, sociology, gender studies), economics, law or a similar discipline.

Experience: At least three years of professional experience managing projects /programmes affecting women's mobility and labour taking into account political economy of gender, caste, class and migration. Proven capacity to design, monitor and report on programmes at the field level, provide technical support and training to project officer for data collection, processing and analysis and distil international experience, lessons and practices into local initiatives and cooperation programmes.

Languages: Excellent command of English, Hindi and/or other language(s) of South Asia.

Competencies:

- Good knowledge about social, economic development, including labor and employment, trends in the country. Ability to conceptualise, design, budget and implement project interventions and analyse social economic trends and data sets on migration, employment and gender
- Ability to guide and co-ordinate the work of internal and external collaborators including administrative and financial management and support
- Ability to establish and maintain systems within project operations.
- Demonstrated ability to manage technical co-operation projects of international organizations.
- Ability to understand and effectively work with Government, workers and employers organizations, non-government organizations and UN agencies.
- Ability to conduct action oriented research and write analytical technical reports in English. Technically sound with conclusions leading to policy recommendations
- Ability to conduct policy discussion and high-level political processes.
- Good communication skills, both written and verbal, to successfully advocate for and mobilize action to promote freedom of association and right to collective bargaining principles.
- Clear commitment to mainstream gender into project activities.
- Ability to lead and work in a team and good interpersonal relations.
- Ability to train and guide personnel.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages including ERP tools , required by the Office
- Ability to work independently with a minimum of supervision.

• APPLICATIONS, WRITTEN EXAMINATION AND INTERVIEW

Prospective candidates will be interviewed and will be required to sit in a written examination.

Applications must include precise information on education, work experience (**name of**

organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills. The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO is a no-smoking environment

No candidatures will be accepted after the closing date. Applications with full curriculum-vitae should be addressed to the Director, ILO DWT/CO-New Delhi and sent to RECRUIT-DELHI@ilo.org only, with a subject line "[Application for vacancy notice 03/2018 for National Project Coordinator \(NO-B\)](#)"

ILO DWT/CO-New Delhi, Core 4B, 3rd Floor, India Habitat Centre, Lodi Road, New Delhi-110 003, Ph: 91-11-47509200, FAX: 91-11-24602111.


10/5-18