

No.T-11025/29/2017-L.C
Government of India/Bharat Sarkar
Ministry of Labour and Employment/Shram Evam Rozgar Mantralaya

Dated: 07th November, 2017.

CIRCULAR

Subject: Vacancy Notice by ILO for two posts to be stationed at ILO-DWT for South Asia & Country Office, New Delhi –regarding.

ILO-DWT for South Asia and Country Office for India, New Delhi has forwarded a copy each of Vacancy Notice No(s).07-2017 and 08/2017 for the posts of **Project Assistant and Project Coordinator** for circulation (copy enclosed).

2. With the approval of competent authority, willing Government officers may submit their application along with full curriculum-vitae to Director, ILO-DWT for South Asia and Country Office for India, New Delhi through e-mail RECRUIT-DELHI@ilo.org keeping in view the eligibility criteria and other conditions stipulated in the vacancy Notices.

3. Closing date of submission of applications is **18th November, 2017**.



(P.J. Soundararajan)
Under Secretary to the Govt. of India

To

All Sections/Desks in the Ministry of Labour and Employment.

Copy for information to:

1. JS(RKG)/JS(MG)/JS(KR)/EA/DDG(NK) /DGE/DGLW &CLC(C)/PPS to Secy(L&E)/PPS to AS(L&E).
2. Director, ILO-DWT, Core 4B, India Habitat Centre, Lodhi Road, New Delhi-110003.
3. IT Cell, Ministry of Labour and Employment for uploading the circular.



International Labour Organization
 Organisation internationale du Travail
 Organización Internacional del Trabajo

18 October 2017

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

Urgent
for circulation
Pr. post 44
26/10
30/10
Sh. Patnaik / Sh. Das
 Last date 15/11/2017

Vacancy Notice Nos. 07-2017 for the post of Project Assistant and 08-2017 for the post of National Project Coordinator

Please find attached the Vacancy Notice Nos. 07-2017 for the post of Project Assistant and 08-2017 for the post of National Project Coordinator



Sharma

L. C. Section
 Dy. No./PTS No. 341526
 Date 30/10/2017



INTERNATIONAL LABOUR OFFICE (ILO)
JOB DESCRIPTION

Vacancy Notice No:	08/2017
Field Office:	ILO Country Office for India in New Delhi
Technical Responsible Unit/Department:	ILO Decent Work Team (DWT) for South Asia in New Delhi
Technical Cooperation Programme:	Towards fair and sustainable global supply chains: Promoting formalization and decent work for invisible workers in South Asia
Centralised or Decentralised Project:	Decentralised Project
Position (Title):	National Project Coordinator (NPC)
Grade:	NO-B
Duty Station:	New Delhi (India)
Type of contract (SST, ST or FT):	Fixed Term (FT)
Source of funding (TC, PSI or RBSA):	Technical Cooperation (TC)
Duration:	One year with possibility of extension
Closing date:	18 November 2017

1. Introduction

The ILO Country Office for India in New Delhi works in close collaboration with the Government, Employers' and Workers' Organizations and other relevant partners to promote decent work for all in India under the framework of the India Decent Work Country Programme (DWCP). In India, the majority of the labour force operate in the informal economy. The informal economy is characterized by the lack of legal and social protection, low pay, long working hours, job insecurity, and the lack of voice and representation and poses many challenges in realizing decent work. Even in supply chains linked to well-known international or national markets, workers and enterprises in the informal economy are engaged especially towards the lower tiers of supply chains. The lower the chain, the working and living conditions usually become more challenging in accessing decent work.

The project "Towards fair and sustainable global supply chains: Promoting formalization and decent work for invisible workers in South Asia" aims to contribute to the development of ethical and sustainable global supply chains. It will be implemented in India and Nepal with financial support from the Government of Japan. The project is geared towards promoting decent work in global supply chains – specifically for those workers who are engaged at the lower tiers. They are typically home-based workers, subcontractors, and workers in micro and small enterprises in the informal economy in South Asia. Workers at the lower tiers of global supply chains are in a disadvantaged position as they are generally not recognized by law and not covered by social protection. They work to support their livelihoods but they work in less than desirable conditions and struggle to improve their living and working conditions. Micro and small enterprises sourcing work to home-based workers are also under production pressure and they struggle for their own survival. There is a dire need to address decent work deficits experienced by the informal workers operating at the lower tiers of supply chains to realize fair and sustainable global supply chains. The project will also build on the progress made in supporting the transition from the informal to the formal economy under the ILO project on Way out of Informality in South Asia which was implemented during 2012-mid 2017.

Under supervision and guidance of the Project Manager based in Delhi, the National Project Coordinator (NPC) will lead the timely implementation, monitoring and evaluation and reporting of the project in line with the ILO policy, rules and regulations. Responsibilities of the NPC include establishing and maintaining cordial relationships with government, employers' and workers' organizations and other relevant stakeholders to support effective implementation of the project.

2. Reporting lines

The project team will consist of a Project Manager based in Delhi, and one National Project Coordinator (NPC) and one Project Assistant each in India and Nepal. The NPC in India will work under close supervision and guidance of the Project Manager, and in close consultation with the Programming Unit in Country Office for India, will report directly to the Country Office Deputy Director in India. The project will receive technical backstopping and guidance from the Specialist on Gender, Equality and Non-Discrimination of the ILO Decent Work Team for South Asia (DWT-SA), and also work closely with other technical specialists in the ILO DWT-SA, the ILO Regional Office in Bangkok, and Headquarters as required to support the achievement of various outputs. The ILO/Japan Multi-bilateral Programme will provide coordination support especially when communicating with the donor.

3. Main duties and responsibilities

Under supervision and guidance of the Project Manager, the NPC will have the following duties and responsibilities:

1. Lead the project timely implementation, monitoring and evaluation through management functions, including the development of work plans, preparation and monitoring of budget, provision of technical and administrative supervision to the project team in line with the ILO policy, rules and regulations and according to the final project document and work plan.
2. Maintain close cooperation and coordination with government, employers' and workers' organizations and other relevant stakeholders in the planning and implementation of activities under the project, and explore new partnerships with and mobilise support from key stakeholders engaged in global supply chains in promoting ethical and sustainable supply chains.
3. Identify problems, and propose solutions, action and follow-up with relevant ILO units including those in the headquarters and regional office, government offices, constituents and other organizations including project's implementing partners to expedite implementation and meet targets.
4. Provide or ensure access to legal and policy advice to the government and the social partners on issues related to the effective implementation of the fundamental principles and rights at work, with a particular emphasis on gender equality and non-discrimination, and freedom of association and collective bargaining.
5. Organize training programmes and awareness raising activities to improve understanding on fundamental principles and rights at work, and other international labour standards and international initiatives relevant to the project such as C177 on Home Work and the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration).
6. Ensure the delivery of quality technical inputs, including qualitative and quantitative research in line with ILO core conventions on fundamental principles and rights at work.
7. Establish and develop knowledge management system covering technical activities under the project including other economic and social issues of relevance to the project.
8. Provide advice to the Director of ILO CO India on project proposals, project background, country strategy papers, objectives, project reviews and evaluation in alignment with the ILO DWCP. Represent the project in various fora, under the guidance of the ILO Director.
9. Develop and maintain strong links with ILO specialists within the ILO Decent Work Team in New Delhi, other colleagues in the Country Office India and HQ on specific technical areas requiring comprehensive and collaborative interventions.



10. Periodically monitor and report 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.
11. Facilitate the evaluation of all project's components according to the project's document and work plan. Prepare required technical progress reports and other reports on the status of project planning and implementation for submission to the ILO and the donor.
12. Responsible for the effective financial and administrative management of the project, including guidance and supervision of the personnel assigned to the project.
13. Ensure high-level communications to increase project's visibility at the national and international levels. This includes the responsibility to liaise with the UN country team, and other key stakeholders, to ensure effective coordination with relevant national strategies and related technical projects. Under direct guidance of the Director of the ILO Country Office for India in New Delhi and in close collaboration with the Communication Officer, maintain relations with mass media and concerned media groups in order to increase the impact of the project in society as a whole.
14. Other related duties as assigned including translation and interpretation.

4. Qualifications required

Education: First level university degree in economics, social sciences, or related field and strong knowledge on development issues particularly in India.

Experience: At least three years of experience in project management, supervision, administration and implementation of grant/cooperation agreement requirements in Results based management framework (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports to the project donor). Experience in mainstreaming gender, working on supply chains, and working with those who are engaged at the lower tiers of supply chains such as home-based workers is an advantage.

Technical requirements: Good knowledge of labour economics, informal economy, gender equality in the world of work as well as economic developments, poverty reduction, and social policies in India. Knowledge of the policy making process in India.

Languages: Excellent knowledge of the working language of the duty station and a good knowledge of English.

Competencies:

- Ability to establish and maintain good working relationships with all project stakeholders.
- 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 report in English.
- 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 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 08/2017 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.





INTERNATIONAL LABOUR OFFICE (ILO)
JOB DESCRIPTION

Vacancy Notice No:	07/2017
Field Office:	ILO Country Office for India in New Delhi
Technical Responsible Unit/Department:	ILO Decent Work Team (DWT) for South Asia in New Delhi
Technical Cooperation Programme:	Towards fair and sustainable global supply chains: Promoting formalization and decent work for invisible workers in South Asia
Centralised or Decentralised Project:	Decentralised Project
Position (Title):	Project Assistant
Grade:	GS-5
Duty Station:	New Delhi (India)
Type of contract:	Fixed Term (FT)
Source of funding:	Technical Cooperation (TC)
Duration:	one year with possibility of extension
Closing date:	18 November 2017

1. Introduction

The ILO Country Office for India in New Delhi works in close collaboration with the Government, Employers' and Workers' Organizations and other relevant partners to promote decent work for all in India. In India, the majority of the labour force operate in the informal economy. The informal economy is characterized by the lack of legal and social protection, low pay, long working hours, job insecurity, and the lack of voice and representation and poses many challenges in realizing decent work. Even in supply chains linked to well-known international or national markets, workers and enterprises in the informal economy are engaged, and the lower the chain, the working and living conditions become more challenging in accessing decent work.

The project "Towards fair and sustainable global supply chains: Promoting formalization and decent work for invisible workers in South Asia" aims to contribute to the development of ethical and sustainable global supply chains. It will be implemented in India and Nepal with financial support from the Government of Japan. The project is geared towards promoting decent work in global supply chains – specifically for those workers who are engaged at the lower tiers. They are typically home-based workers, subcontractors, and workers in medium and small enterprises in the informal economy in South Asia. Workers at the lower tiers of global supply chains are in a disadvantaged position as they remain invisible. They also lack legal and social protection which are key instruments to achieve better working and living conditions. There is a dire need to address decent work deficits experienced by the informal workers to realize decent work for all and fair and sustainable global supply chains.

The Project Assistant will work as a member of the project team in India. In line with the ILO rules and procedures, the Project Assistant will provide programming, administrative, financial and logistical assistance to the National Project Officer and the Project Manager to support the smooth implementation and monitoring and evaluation of the project. Key responsibilities include preparing and monitoring budget and various contracts, drafting and preparing various reports including financial reports, drafting correspondences, and providing administrative and financial guidance to project partners. The Project Assistant will also work in close communication with other units of the Office as well as the project team in Nepal to support project's synergy and coherence.

2. Reporting lines

The Project Assistant will work under the general guidance of the Deputy Director of the ILO Country Office for India in New Delhi and under direct supervision of the National Project Coordinator. The Project Assistant will also work closely with other units of the office including Admin/Finance Unit and Programming Unit in Delhi as well as the project team in Nepal for coordinating administrative work.

3. Main duties and responsibilities

The Project Assistant will have the following duties and responsibilities:

1. Assist in monitoring the project activities, developing plans and priorities, and preparing reports and other relevant information of the project including information of beneficiaries and implementing partners.
2. Provide programming and administrative support to activities undertaken by the implementing partners and prepare briefs, periodical reports and statistical data on status of project activities, to contribute to the preparation of technical and progress reports.
3. Draft correspondence, faxes, memoranda and reports on administrative matters in accordance with standard office procedures.
4. Responsible for all administrative tasks, including logistical support to the project personnel, travel arrangements, visas, hotel reservation, etc. and provide logistics arrangements for conferences, seminars, workshops and meetings.
5. Process contracts for financial clearance and payment. Ensure the correctness and appropriateness of types of contracts used with each activity, and ensure all necessary supporting documents are attached.
6. Assist the NPC in the programming and preparation of budget estimates and expenditure forecasts by analysing and monitoring the situation of resources as compared to planned activities.
7. Maintain an overview of the financial situation of the Project, to ensure that timely administrative support is provided in general and particular areas. Prepare and modify budget code and budget data such as budget proposals, budget revision, and re-phasing.
8. Assist the NPC in maintaining project financial transaction and reporting systems in accordance with the ILO financial rules and regulations. Prepare administrative and finance related briefing materials for the NPC for reporting purposes and meetings with donors. Keep abreast of the progress report requirements and timetable, providing support to the CTA and coordinators for the preparation of the submission.
9. Provide information to project's Implementing Partners on ILO administrative and financial procedures. Inform the NPC of potential difficulties that may arise from the administrative and finance management capacity and competence of implementing partners to address the problem in timely manner.
10. Provide interpretation and informal and formal translation.
11. Perform other duties as may be assigned by the NPC and/or the Country Director.



4. Required qualifications

Education: Completion of secondary education.

Experience: Five years of progressively responsible administrative work, and some training in an administrative field. Proven experience of supporting implementation of technical cooperation projects and working effectively with government bodies in charge of policy making and with development partners would be an asset.

Languages: Excellent knowledge of the working language of the duty station and a good knowledge of English.

Competencies:

- Knowledge of programme and budget and through understanding of wide range of administrative policies and procedures.
- Ability to work with word processing, spread sheet, web-browser, as well as other computer software packages required for work.
- Thorough knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems.
- Ability to prepare preliminary reports and to draft correspondence.
- Good communication skills, both orally and in writing and ability to communicate with people in a polite, courteous and cooperative manner.
- Ability to organize own work and to work independently as well as work in a team.
- Ability to work under pressure and to meet the deadline.
- Must demonstrate responsible behaviour and attention to details.
- Ability to clarify information.
- Ability to deal with people with tact and diplomacy.

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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.

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