



Vacancy No: TC/2012/HARARE/01

Date: 29 May 2012

Title: Chief Technical Adviser

Application Deadline: 13 June 2012

Grade: P.5

Organization unit: HARARE
EMP/SKILLS

Contract type: Fixed-Term Appointment

Duty Station: Harare, Zimbabwe

Duration of contract: one year

This is a Technical Cooperation position therefore the recruitment process falls outside Annex 1 of the ILO Staff Regulations. 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 any other 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.

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 15 and 16 of Annex I of the Staff Regulations;
- External candidates.

INTRODUCTION

Youth unemployment and underemployment is a crucial concern throughout the developing world but it is a particularly acute problem in Africa where young people comprise a large proportion of the economically active population. Youth unemployment and underemployment constitute a significant obstacle to the social and economic development of Africa, contributing to political instability and perpetuating an inter-generational cycle of poverty. It is of crucial importance to assist young people in Africa to gain the skills needed to contribute productively to the continent's development by strengthening skills development systems that improve employability, promote access to employment opportunities and increase incomes in support of inclusive and sustainable growth.

The ILO, in collaboration with the Africa Commission and the Danish International Development Agency (Danida), is implementing a technical cooperation programme entitled 'Skills for Youth Employment and Rural Development' in Zimbabwe and elsewhere in Africa (Benin and Burkina Faso) in order to demonstrate and promote innovative ways to expand technical and vocational skills development focusing on out-of-school youth in the rural and informal economy. The programme focuses on two main areas of action to promote employment and income generating opportunities through skills development initiatives: 1) introducing the ILO's Training for Rural Economic Empowerment (TREE) methodology in a number of rural communities to support local employment and livelihood development, and 2) improving delivery of training through improved systems of informal apprenticeship (IA). For more details, refer to www.africayouthskills.org.

In Zimbabwe, the programme was launched in June 2010. A team consisting of a national professional

officer, a financial administrator and a programme secretary is already operational. Further to a recent review by Danida and ILO concluding to successful achievements by the project and emerging outcomes, a second phase of the project has been approved starting June 2012 until December 2014 to continue strengthening skills development systems that improve employability, promote access to employment opportunities and increase incomes in support of inclusive and sustainable growth in Zimbabwe by the end of 2014. The programme will support a range of wage and self-employment opportunities, through a combination of technical, life, entrepreneurial skills and access to business development services and micro-credit facilities. Stakeholders and institutions at the national level will have enhanced capacity to adapt and apply tools, approaches and strategies demonstrated through the programme for broader outreach through national policies and regional knowledge-sharing.

Description of Duties

The CTA will report to the Director of the ILO Office for Zimbabwe in Harare (ILO CO-Harare). The ILO Skills and Employability Specialist in the Decent Work Team in the ILO Country Office in Pretoria will provide technical backstopping. The ILO Skills and Employability Department in ILO Geneva will provide additional technical support.

The overall duties of the CTA will be:

1. Coordinate, lead and manage the Programme team to implement activities, ensuring the provision of prompt technical advice and assistance to staff of the Programme, implementation partners and constituents at national and local levels so that outputs are produced and the agreed outcomes on Training for Rural economic Empowerment (TREE), improving the quality of Informal Apprenticeship (IA) systems and Capacity Building (CB) support to national constituents are realized. Undertake full responsibility for the overall management of all on going activities (plan and organise work, supervise staff, implementation, follow-up, reports, routine administrative and financial management, monitoring, evaluation and impact assessment).
2. Foster effective participation and collaboration among social partners involved in the preparation, implementation and evaluation of the Programme. Facilitate capacity building at both local and national policy levels to ensure national ownership and sustainability. Advance tripartism and social dialogue on skills development systems that influence policies and programmes on youth employment, informal economy and rural development in Zimbabwe.
3. Assist the Country Office Director in strengthening and developing relations between the ILO and the government and employers' and workers' organizations in Zimbabwe. Keep abreast of the status of these social partners and of their needs in the light of ILO's various fields of competence in response to the Zimbabwe Decent Work Country Programme (DWCP) and the United Nations Development Assistance Framework (UNDAF).

Specific Duties:

1. Implement Programme activities, develop and manage effective partnerships for skills development with national constituents including training providers, public and private sector organizations, and youth organizations in particular. Review local practices and institutional frameworks in which national partners can best design, implement, evaluate and replicate skills development policies, systems and strategies to promote youth employment in the rural and informal economy.
2. Develop and adapt ILO resources and training materials in the areas of skills development, upgrading of informal apprenticeships, strategies for rural employment creation and development, access to finance, competitive grant schemes and impact assessment methodologies. Promote the development of common standards, training local specialists in the preparation of training materials and their integration in instructional systems and stimulating, supporting and coordinating the exchange of training materials developed.
3. Organise and participate in seminars, workshops, symposia and meetings, including giving lectures on ILO activities related to the project's objectives and representing the Office.

4. Lead and improve the monitoring and evaluation system with performance indicators enabling adequate reporting on progress, results, outreach, scale and impact; develop detailed annual operational plans that ensure that the duties of staff and experts are outcome-based and closely reflect the Programme objectives and; manage the Programme budget and expenditure to ensure that the planned outputs and outcomes are achieved in adherence to ILO rules and the donor requirements.
5. Develop and implement a communication, knowledge management and sharing strategy of the programme, including websites, information materials and research; disseminating relevant information, knowledge sharing on programme tools and methodologies; communicating the results and lessons learned; and facilitating study tours.
6. Under the direction of the ILO CO Harare Director, collaborate with the UN Country Team in ensuring the contribution of the programme to national development objectives supported through the UNDAF. Contribute to and participate in inter-agency meetings convened by the Resident Representative/Coordinator. Provide advice, assist with the preparation of country programming exercises and reviews and prepare technical papers and recommendations.
7. Support and participate in the mobilization of resources and occasionally assist the Country Office Director with the management of the ILO CO Harare Office including operational programmes and financial and administrative matters.
8. Perform other tasks related to project objectives as requested by the ILO Country Director, including support to projects under the Decent Work Country Programme.

Required Qualifications

Education

Advanced university degree in technical and vocational education, social and economic development, rural development studies or a related social science discipline.

Experience

Ten years' relevant experience in the area of skills development, of which at least five years at the international level. Experience in the area of rural and informal economy skills development, systems of informal apprenticeship, and project administrative, financial and staff management would be an asset.

Languages

Excellent command of English is required. Knowledge of another UN language would be an asset.

Competencies

Specific competencies include: leadership in planning, implementing, monitoring and evaluating complex technical cooperation programmes; adapt tools and approaches to local and national circumstances and policy objectives; relate the work of the programme to broader issues within coherent national policies that include skills development, youth employment and rural employment; adapt and develop training materials; write coherent programme reports in line with ILO standards and deadlines; develop and maintain effective collaboration within the UN system at the country level; aptitude and appreciation for knowledge-sharing and learning.

Core competences required for this position include proven communication and drafting skills, both written and verbal; the ability to motivate and supervise staff effectively and cooperatively in a multi-cultural team environment; clear understanding of gender mainstreaming and demonstrated capacity to integrate gender into development initiatives; solve problems and propose alternative courses of action to update project proposals; plans and budgets and revises procedural matters as required to implement the programme effectively; ability to conduct discussions and negotiate with governments, employers' and workers'

organizations, non-governmental organizations, development banks and with other agencies as well as top-level professionals. Knowledge of ILO and UNDAF mission and procedures is an advantage.

Additional Information:

In addition to completing the standard ILO vacancy application procedures, applicants for this position are requested to complete and attach to their application a (maximum) two-page essay detailing how their work experience and qualifications meet the specific duties of this post.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

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APPENDIX I CONDITIONS OF EMPLOYMENT

Grade: P.5

Salary and post adjustment (with dependants)		US\$
Salary	Minimum	86904
	rising to	
	Maximum	106510
Post adjustment for Harare	Minimum	41192
	Maximum	50485
Salary and post adjustment (without dependants)		US\$
Salary	Minimum	80734
	Maximum	97981
Post adjustment for Harare	Minimum	38267
	Maximum	46442

Please note that the above salary levels are determined according to the criteria established by the International Civil Service Commission. The ILO is international public sector employer and salary and other employment conditions are not negotiable.

Other allowances and benefits subject to specific terms of appointment:

- Children's allowance (except for the first child if the dependent rate of salary is paid in respect of that child);
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Assignment Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant;
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is normally made at the initial step in the grade.

The Director-General reserves the right to appoint candidates at one level below the grade of the advertised post.

Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance

with an ILO document which will be supplied upon request.

While the successful candidate will be initially working in Harare, he/she may be assigned to any duty station designated by the Director-General of the ILO.

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: erecruit.ilo.org. The system provides instructions for online application procedures.

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.

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 assessment centres, technical tests or interviews.

Currently accepting applications



ILO has a smoke-free environment