



INTERNATIONAL LABOUR OFFICE
DECENT WORK TEAM OFFICE FOR NORTH AFRICA
Based in Cairo

VACANCY ANNOUNCEMENT (No: 003-12)
DATE OF ISSUE: 8 April 2012

The ILO - DWT Office for North Africa is seeking to recruit a highly motivated and qualified candidate for the following position:

Position: National Project Coordinator – Employers & Workers - NOA

Contract: Fixed term

Project Title: “The Promoting the Fundamental Principles and Rights at Work and Social Dialogue In Egypt Project”

Duty Station: Cairo

Duration: 12 months (with possibility of extension)

MAJOR DUTIES:

Under close supervision of the Project Chief Technical Advisor (CTA), and the support of the Project Programme Unit, the incumbent should perform the following tasks:

1. Communicate and coordinate with representatives of employers and workers, and assess their needs in relation to the Project objectives in close cooperation with the Project Programme Unit.
2. Assist the Project CTA planning project activities targeting employers and workers.
3. Implement, follow-up and evaluate the planned project activities.
4. Develop methodologies and approaches to implement the planned activities.
5. Prepare briefs, report on each activity (including participants' evaluation), monthly reports, quarterly progress reports, about the implementation of the planned activities with recommendation and feedback, to be submitted to the Project Programme Unit.
6. In close cooperation with the Programme Unit, prepare budget estimates and expenditure forecasts for employers and workers activities.
7. Assemble and prepare data-base including all contact information, of representatives of employers and workers, relevant stakeholders, and experts/consultants in the field. Maintain an updated version with the Programme Unit.
8. Develop and maintenance of computerized information systems of all activities in relation to employers and workers, in close collaboration with the Programme Unit.
9. Organization and implement all the Project activities in relation to employers and worker, including conferences, seminars, workshops, training sessions, meetings, and awareness campaign in relation to the Project objectives.
10. Under take missions to project sites
11. Promote the values of the ILO, including the Declaration, and the principles and rights
12. Perform other duties as may be assigned

REQUIREMENTS

Education – Advanced university degree in law, politics or economics

Experience – At least five years of professional experience at the national level, including field experience, in project management and implementation, labour field in relation to employers and workers.

Languages – Excellent knowledge of Arabic and English Languages. Knowledge of French is desirable

Competencies –

- Thorough Knowledge of programme planning, implementation and evaluation principles, practices and procedures.
- Good written and verbal communication skills.
- Good management skills.
- Ability to take initiatives and initiate follow-up actions.
- Ability to organize training and guide staff.
- Ability to work in a team, work under time pressures to meet deadlines.
- Ability to work independently with a minimum of supervision.
- Ability to deal with people with tact and diplomacy.

DUTY STATION AND REMUNERATION

The position will be based in Cairo. The ILO offers a competitive remuneration package in accordance with the United Nations common system of salaries, allowances and benefits.

The Office reserves to itself the right to appoint candidates at a level below the level of the advertised post depending on experience.

APPLY TO

Cover letter and CV must be submitted to the following address (**9 Dr. Taha Hussein Street, Zamalek - code 11211**), Fax: **27362358** or e-mail: ilo.human.resources@gmail.com quoting job title and vacancy number.

Only those candidates that are short-listed for interviews will be notified.

Deadline for submitting applications: 19 April 2012
