



INTERNATIONAL LABOUR ORGANIZATION
THE OFFICE OF THE ILO LIAISON OFFICER

Internal/External Vacancy Notice ILO/YGN/18/07

18 April 2018

Post Title:	National Project Coordinator
Organization:	International Labour Organization (ILO) “ Vision Zero Fund Myanmar ”
Duty Station:	Yangon (Myanmar)
No. Of posts:	1 Position
Contract Type/Level :	FT Contract, NO-A
Post Duration:	One year fixed-term contract (with possibility of extension depending on availability of resources and satisfactory performance)
Closing Date:	07 May 2018
Applications Details:	Applications to: Finance and Administrative Officer International Labour Organization No. 1 (A), Kanbae Road, Yankin Township, Yangon , MYANMAR Or via email to yangon@ilo.org Only short listed candidates will be contacted for interview.

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

The Vision Zero Fund (VZF) aims to enhance prevention, protection and compensation of work-related injuries, diseases, and deaths in industries operating in global supply chains (GSCs). VZF has assessed Occupational Safety and Health (OSH) issues in two GCSs in Myanmar, **garment** and ginger, and designed interventions to address these issues. In addition, VZF will work at policy level in strengthening institutional frameworks and systems of OSH and social security, and support policy implementation within the ginger and garment GSCs.

VZF is part of the ILO's Occupational Safety and Health Project Portfolio and plays a coordinating role in the ILO's approach to OSH activities through the portfolio. In addition, VZF is one of four ILO projects working in the garment sector and synergies with activities conducted by other projects are also pursued.

VZF will work in the garment value chain and in strengthening institutional frameworks and systems of OSH through a range of activities identified during the projects inception phase:

1. OSH risk assessment in the garment and textile sector
2. Business case for OSH investments in the garment and textile sector
3. Awareness raising among garment sector factories and industrial zones with high concentration of garment factories on OSH hazards prevalent in the industry, as well as on options to eliminate or control such hazards, in collaboration with the Factories and General Labour laws Inspection department and partners.
4. Support the development of OSH management systems among garment factories
5. Capacity building and targeted training in garment factories
6. Support workers' and employers' associations in strengthening their capacity to disseminate OSH information
7. Capacity building for the Department of Industrial Supervision and Inspection, Ministry of Industry, in their ability to inspect boiler and electrical safety, and train and certify operators at factory level
8. Technical support to the Department of Environmental and Occupational Health, Ministry of Health, on the definition of OSH standards, diagnostic criteria, and list of occupational diseases for compensation purposes
9. Promote collaboration and coordination of OSH-related functions of the OSH system in Myanmar

The National Project Coordinator will be responsible for coordinating the project activities, monitoring their progress and for reporting them to the Senior Technical Officer/Project Manager for Myanmar Vision Zero Fund Project. Under the Guidance of the Senior Technical Officer/Project Manager, s/he will establish and maintain working relationships with Government offices, partners, factories, and other project stakeholders in Yangon, Mandalay, and Naypyidaw.

2. Reporting lines

The National Project Coordinator will be based at the ILO Liaison Office in Yangon and work under the supervision of the Senior Technical Officer/Project Manager for Myanmar Vision Zero Fund Project and will receive overall guidance from the ILO Liaison Officer.

3. Main duties and responsibilities

1. Coordinate and execute project activities in particular research and training components on Occupational Safety and Health.
2. Monitor progress of project activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other information provided by project partners for clarity, consistency and completeness.
3. Support the project management in the preparation of the required periodic project reports and statistical data on status of project activities.
4. Assist in the programming and control of resources of the project, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations for remedial action. Identify problems, propose solutions and actions.
5. Follow-up with staff and specialists in the ILO Liaison Office and ILO Regional Office and Decent Work Team in Bangkok, as well as government offices, constituents and other organizations to expedite implementation and meet targets.

6. Ensure adherence to the ILO rules and regulations for financial and administrative matters and ensure timely fulfilment of all obligations and delivery of expected results of the project activities in the country.
7. Organize ILO's OSH Project Consultative Committee meetings and other relevant workshops and events
8. Participate in, and represent the ILO in conferences, seminars, workshops, training sessions and meetings as required by the project management. Speak on behalf of the Project when attending these gatherings alone. Undertake missions to project sites independently or accompanying others
9. Brief ILO staff and visiting officials, consultants and project partners and provide relevant information on OSH issues and activities in the garment value chain.
10. Draft or translate documents, press releases, official correspondence, statements and speeches and other public information materials.
11. Supervise the work of the project's external collaborators.
12. Perform other duties as may be assigned by the project manager.

4. Qualifications required

Education: First level university degree in economics, public policies, development studies or a relevant field.

Experience: At least one to two years of professional experience at the national level in the area of project management, implementation, monitoring and evaluation. Proven experience in working effectively with government bodies in charge of policy making and with development partners would be an asset. ILO or UN experience in the relevant field will be an advantage. Experience in training, capacity building, safety, or HR management in the garment sector will be an advantage.

Technical requirements: Good knowledge and relevant professional experience at the national level preferably in the garment sector and on occupational safety and health. Work experience with Myanmar Government, social partners, civil society and other stakeholders will be advantage as well as. Knowledge of the policy making process.

Languages: Excellent knowledge of Myanmar language and a good knowledge of English. Knowledge of Chinese, Korean, or other relevant languages is an advantage.

Competencies:

- Knowledge of programme and budget, project administration and evaluation concepts and procedures and of the mandate and structure of labour market institutions in Myanmar
- Knowledge of the office's financial rules and regulations
- Good knowledge of the context and challenges for the project areas of expertise
- Strong analytical skills and ability to justify requirements and approaches to problem resolution and good drafting skills
- Good ability to interpret project information and to identify and analyse problems with implementation
- Ability to communicate effectively both orally and in writing. Ability to clarify information
- Demonstrate collaborative and team work experience and ability to work effectively with a multicultural and interdisciplinary team as well as work on his/her own initiative
- Ability to work independently, quickly, precisely, and take initiative and responsibility

- Ability to work under pressure and to meet the deadline
- Proficient in Microsoft Word, Power Point, Excel, web-browsers and database applications
- Ability to deal with people with tact and diplomacy.