



**INTERNATIONAL LABOUR ORGANIZATION**  
**THE OFFICE OF THE ILO LIAISON OFFICER**

Internal/External Vacancy Notice ILO/YGN/18/08

18 April 2018

Post Title:	Project Assistant
Organization:	International Labour Organization (ILO) "Responsible Supply Chains in Asia Project"
Duty Station:	Yangon ( Myanmar )
No. Of posts:	1 Position
Contract Type/Level :	FT Contract/ GS-5
Post Duration:	one year (with possibility of extension depending on availability of funds and satisfactory performance)
Closing Date:	1 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 <a href="mailto:yangon@ilo.org">yangon@ilo.org</a>  Only short listed candidates will be contacted for interview.

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

The Responsible Supply Chains in Asia project conducted by the ILO and the OECD and financed by the EU aims to contribute to an enhanced respect for human rights, labour and environmental standards by businesses engaged in supply chains in Asia, in line with international instruments.

The overarching objective is to promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding and practical examples of responsible behaviour. It is also to

create policy environments conducive to promoting responsible conduct and increased opportunities for dialogue on challenges and opportunities.

The project will be implemented in six Asian countries, namely China, Japan, the Philippines, Thailand, Vietnam and Myanmar.

A National Project Coordinator (NPC) will be hired to be based in Yangon who will coordinate the implementation of activities in Myanmar.

## **2. Reporting lines**

The NPC will be under the overall supervision of the ILO Liaison Officer in Myanmar, with technical guidance by the Regional Project Manager to be based in ILO Bangkok. S/he will closely coordinate with the different project teams working in Myanmar, the OECD counterparts and local partners to ensure coherence of the project activities with the overall framework of the ILO's Decent Work Country Programme (DWCP) for Myanmar for the period 2018-2021.

## **3. Main duties and responsibilities**

1. Review and analyse the country's specific development plans and priorities, socioeconomic data, reports and other relevant information. Identify potential technical cooperation areas and provide written analysis and proposals to the Liaison Officer.
2. Work in close collaboration with the OECD, tripartite constituents, civil society and research institutions to design and revise project annual work plans as well as preparation of the budget proposal, considering different approaches and alternative methods, management, problem identification and problem resolution, especially for the parts of the Project supporting the institutional and capacity development of constituents, government agencies, line ministries, and social partners.
3. Review, verify and analyse work plans, progress and final reports and other data for clarity, consistency and completeness and monitor the progress of Project activities. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements to support successful completion of agreed activities.
4. Follow-up with relevant counterparts in organizations and line ministries at national level, partner and executing agencies, government offices, constituents and in other organizations to expedite implementation and meet targets.
5. 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.
6. Provide programming and administrative support to cooperation activities in the area of responsible business and actively participate in and provide inputs to related components in the Myanmar Decent Work Country Programme.

7. Participate in the preparation and conduct of conferences, seminars, workshops, training sessions, and consultative meetings. Speak on behalf of the Project when attending these gatherings alone. Undertake missions to project sites independently or accompanying others.
8. Ensure project activities are framed in ways that advance gender equality and non-discrimination and ensure diversity and inclusion.
9. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on project matters. Draft, edit, or translate into local language official correspondence, statements and speeches and other public information materials.
10. Lead in the preparation of briefs, background information, technical reports and periodic progress reports and statistical data on status of the overall activities of the Project.
11. Perform other duties as may be assigned by the Liaison Officer.

#### **4. Qualifications required**

**Education:** First level university degree in economics, public policies, development studies or a relevant field. An advanced degree on studies on business administration, CSR or labour issues would be a strong advantage.

**Experience:** At least one year of professional experience at the national level in the area of project management, implementation, monitoring and evaluation. Proven experience in working effectively with private sector and development partners would be an asset.

**Technical requirements:** Good knowledge of CSR issues and labour rights Experience working with the private sector especially with multinational enterprises would be highly desirable.

**Languages:** Excellent knowledge of English and Myanmar.

#### **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
- Demonstrated commitment to gender equality and inclusion.
- 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.