# INTERNATIONAL LABOUR ORGANIZATION

# VACANCY ANNOUNCEMENT

The International Labour Organization (ILO) is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

The International Labour Organization (ILO) office in Tanzania seeks to recruit a qualified and experienced individual for the position of **Programme Assistant** under Programme Unit to promote the decent work agenda in Tanzania. The successful candidate will report directly to the Deputy Director and will work under the overall supervision of the Country office Director.

**1. POSITION: Programme Assistant**

**This is a fulltime position based in Dar es Salaam**

**SPECIFIC RESPONSIBILITIES**

- Provide programming support in the monitoring and implementation of decent work country programmes and projects, taking into consideration programme development, operating difficulties and country objectives, strategies and partnership policies.
- Participate in project and programme activities and needs identification and prioritization and assist with technical cooperation project design and work plan development
- Verify the conformance of project terms of reference with work plans and set objectives.
- Contribute to the preparation of reports, project documents and submissions to governments and social partners by providing information, preparing tables and drafting selected sections.
- Prepare background information for use in programme and budget preparations and discussions.
- Assist the programme officer on the process to get updates on the social and economic situation
- Participate in the briefing of projects and other programme related activities.
- Assist to coordinate workshop and seminars for the office
- Collect information from records and reports, compile relevant data, and prepare reports on programme and project activities (incl. RBTC and RBSA).
- Process and examine project budget information and data in accordance with instructions, and make necessary abstracts and computations.
- Monitors Technical Cooperation projects as required and provides financial and administrative backstopping to ensure smooth implementation of project activities.
- Process Regular Budget for Technical Cooperation requests from ILO constituents in the sub-region and monitor expenditure against allocations.
- Process EPAs and OFCs for use of RBTC, RBSA funds and decentralized TC projects backstopped.
- Process budget allocations, revisions and rephasals, as well as provides and executes closure of projects for TC, RBSA and RBTC.
- Focal point for delivery rates
- Perform other duties as may be assigned

1. **Qualifications requirements: education, language, experience and competencies.**

**Education** – University degree in Social science, Law, Development studies, International relations or other relevant field

**Experience** – Six years of progressively responsible clerical or administrative work, of which at least one year in programme support activities

**Languages** – Excellent command of English and Kiswahili is required.

**Applications:** Applications including a one-page essay detailing how their work experience and qualifications meet the specific duties of this post to be submitted to darhrd@ilo.org by 3th December 2012.

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