



Vacancy No: CALL/P/2014/15

Date: 30 October 2014

Title: Specialist Workers' Activities

Application Deadline (midnight Geneva time) **30 November 2014**

Grade: P.4

Organization unit: ACTRAV

Contract type: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

The ILO is issuing a call for expression of interest for the position of Specialist, Workers' Activities.

The selection process is not subject to the rules and procedures defined in Annex I of the ILO Staff Regulations.

The following are eligible to apply:

- Internal candidates
- External candidates

The ILO values diversity among its staff and aims at achieving gender parity. We welcome applications from qualified women and men, including those with disabilities.

INTRODUCTION

The Senior Relations Officer in Workers' Activities is member of ACTRAV and will be located in Geneva at ILO HQ. In the context of ACTRAV's mobility plan he/she will be required to move to the field after a certain period in HQ.

The incumbent will be responsible for providing technical advisory services in the field of workers' activities to ACTRAV and the ILO and assist trade union organisations in their efforts to provide their members with improved/new services, thus extending their representation and their capacity to become strong, relevant, independent and representative organisations, able to fulfil their roles and responsibilities in the promotion of workers' interests, in line with the principles of ILO standards. He/she should work towards replying to the concerns of workers' organisations, keep them informed of the work ILO does, as well as promoting their participation in tripartite or bipartite initiatives in line with 2002 ILC Resolution concerning tripartism and social dialogue.

The incumbent will work in ACTRAV teams, covering a wide range of issues, but will have a special focus on MIGRATION.

Description of Duties

The official will be called upon to promote and develop workers' activities with the following responsibilities:

1. Service the Workers' Group of the Governing Body, the International Labour Conference, regional and sectoral meetings and other official or specialised meetings and support the discussion process. Analyse and provide comments on draft documents prepared in view of these meetings. Follow up on substantive

correspondence and coordinate replies with ACTRAV team and other relevant technical units. Represent ACTRAV at these meetings and conferences as required.

2. Provide inputs for ACTRAV's contribution to reports on the Organisation's activities to be submitted to the Governing Body and to the International Labour Conference. Make presentations on behalf of ACTRAV and the ILO to senior level visitors and officials. Prepare speeches and country specific reports on substantive topics.
3. Conceptualise, write and prepare technical papers, study materials and publications on substantive topics and other issues related to the work of ACTRAV and which are of relevance for workers' organisations and tripartite constituents. These will include relevant matters such as freedom of association, collective bargaining and industrial relations.
4. Develop, monitor, assess and coordinate studies on areas related to ACTRAV and the ILO's priorities, at international, sub-regional and national level and which are of special relevance for workers. Contribute to the management of the relationship between the organisation and its constituents, namely trade union organisations.
5. Analyse the design, methodology, structure and content of studies and reports, the rationale of projects and the relevance and validity of analytical conclusions from the workers' point of view.
6. Provide advice to workers' organisations, including at the regional and international level, on a variety of issues and processes, such as the promotion of international labour standards, the role of workers and employers' organisations, the development of sound industrial relations.
7. Provide policy advice, design and conduct educational programmes, within the framework of the work-plan established by ACTRAV, in order to foster the building of capacities of trade unions especially on union organizational development, collective bargaining and industrial relations, increasing trade union representation and effectiveness through the use of strategic planning and results-based approaches. Act as a resources person at various technical and tripartite meetings. Liaise with the Office for Workers' Activities in the ITC/Turin.
8. Establish and clear agendas for meetings and conferences. Assist in the drafting, revision and drafting of reports or training materials, especially in the areas of collective bargaining and industrial relations. Prepare reports and ensure follow-up of actions and decisions stipulated.
9. Promote trade union research and knowledge sharing activities aimed at enhancing awareness and understanding of the changing and evolving world of work and shaping measures that address the four pillars of Decent Work (employment, social protection, social dialogue and rights at work).
10. Prepare briefings on the situation of trade union organizations, industrial relations, collective bargaining and social dialogue and tripartism at country or sub-regional level.
11. Provide technical advice and assistance to ensure effective trade union action and involvement in policy responses and regulatory frameworks to address decent work deficits. This could include supporting campaigns for ratification and application of core and international labour standards, training on the use of the ILO Supervisory mechanisms, labour law revision, etc.
12. Design technical cooperation project proposals on capacity building for workers' as well as project proposals for ACTRAV submission to donors for extra-budgetary financing.

Required Qualifications

Education

Advanced university degree with demonstrated expertise in the relevant technical field.

Experience

At least seven years professional experience at the national level, of which at least five years'

experience at the international level, in trade union organisations.

Languages

Excellent command of one ILO working language (English, French or Spanish) plus good knowledge of another (one of these languages must be English).

Competencies

In addition to the ILO core competencies, this position requires:

Technical competencies: Excellent knowledge and understanding of workers' organisations and labour related programmes, issues, practices and policies; Wide knowledge of the work of the Organization; Excellent knowledge of development concerns and needs in various countries as related to trade union organisations; Good analytical and problem solving abilities; Ability to synthesize research and reach empirically based conclusions on related subjects; Provide seasoned advice on best practices, to address broader issues outside the field of specialization; Formulate new concepts and methodologies including to present and advocate policy changes in difficult circumstances; Develop training materials, alternative courses of action, project proposals, policy, procedural matters and present them at high-level meetings; Ability to develop links with and attract major donors in order to ensure adequate resource mobilisation for the implementation of plans and projects; Design and synthesize strategies for programme development in member States; Ability to represent the Organisation at a high level in a tripartite environment, deliver speeches and to provide authoritative advice and guidance to both constituents and the Office; Ability to take initiatives, plan and organise work in accordance with ACTRAV guidelines and priorities; Excellent analytical skills to undertake complex policy analysis and to produce relevant reports. Produce reports (e.g. reports for regional conferences and ILC, technical publications, training manuals and draft resolutions) and evaluate and monitor technical cooperation activities and projects; Ability to communicate effectively orally and in writing; Discretion and high sense of responsibility and judgement Good working knowledge of standard computer software.

Behavioural competencies: Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds; Gender-sensitive attitude

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

APPENDIX I CONDITIONS OF EMPLOYMENT

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules.
- The first contract will be issued for a twelve-month period (for Geneva-based positions) and a twenty-four month period (for non Geneva-based positions)
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

Grade: P.4

Salary and post adjustment (with dependants)		US\$
Salary	Minimum	72605
	rising to	Maximum
	Post adjustment for Geneva	Minimum
		94720
		69047
		90078
Salary and post adjustment (without dependants)		US\$
Salary	Minimum	67611

Maximum	Maximum	87613
Post adjustment for Geneva	Minimum	64298
	Maximum	83319

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.

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 Geneva, 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