



Human Resources Development Department

International Labour Office

Vacancy No: CALL/P/2017/

Date:

Title: Senior Specialist, Employers' Activities

Application Deadline (midnight Geneva time)

Grade: P level

Organization unit: Bureau for Employers' Activities, (ACT/EMP)

Contract type: Fixed-Term Appointment

Duty Station: Bangkok

ILO is issuing a call for expression of interest for the position of Senior Specialist, Employers' 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. We welcome applications from qualified women and men, including those with disabilities.

INTRODUCTION

The Senior Specialists, Employers' activities (Senior Employer Specialists) report to the Bureau for Employers' Activities (ACT/EMP) in Geneva but are also integral members of the ILO Decent Work Technical Support Teams (DWT) that provide ILO technical support and guidance to a particular geographical area.

ACT/EMP consists of a Bureau at ILO HQ in Geneva and a network of Senior Employer Specialists in each of the DWT in the different regions. Its principal work is to manage the relationship between the ILO and employer and business and membership organisations (EBMOs) and the wider business community so that there is mutual understanding, shared values and a desire to work together. This is done in close cooperation with the Secretariat of the Employers' Group of the ILO. Additionally, through its programme of technical cooperation the Bureau seeks to strengthen business representative organisations so that they are more representative and can increase their value to their members and potential members. This work also enhances social dialogue in the countries concerned.

The post is a senior level post and the incumbent is expected to manage technical activities

focusing on high-level technical and policy advisory services and of advocacy of new strategies, policies, approaches and programmes within their area of specialisation. The incumbents need to work with a high level of autonomy and take authoritative technical decisions independently whilst being accountable for the efficient management of funds.

The incumbent is expected to achieve objectives which are set by the ILO Governing Body concerning the strategic management of the programme. Targets for a given number of results corresponding to objectives in the ILO Programme and Budget are set for each biennial budget cycle of the ILO, and the incumbent will be responsible for a certain number of results set in agreement with ACT/EMP management. In addition the incumbent should have the necessary advocacy and technical skills to be able to insert the employer/business concerns and priorities into major ILO policies and programmes.

Description of Duties

The work of the Senior Employer Specialist is to act as an interface between the ILO, EBMOs and the employer community in the sub-region concerned and to develop and maintain good working relations with them. More particularly he /she is to help business representative organisations meet the needs of enterprises more effectively. Finally, the Senior Employer Specialist should be able to articulate the views of employers within the ILO so that their priorities and concerns are taken on board in the formulation and implementation of ILO policies and programmes and also to be able to communicate ILO policies and programmes to the employer community.

The Senior Employer Specialist is an Office-wide source of reference for information on key developments and challenges facing business representative organisations in the region and more generally.

MAIN TASKS

The Senior Employer Specialist is responsible for designing and implementing the ILO's entire programme of work with each business organisation within his or her jurisdiction, whatever the source of funds or other units involved. This involves being able to follow procedures laid down by ACT/EMP and the ILO as a whole within a results based management framework which contains needs analysis, work planning, reporting and evaluation.

The objective of the ACT/EMP programme is to develop independent, representative and strong organisations which can effectively represent employers' interests in national economic and social development policy making and implementation and to provide quality services to their member enterprises. To this end the Senior Employer Specialist may need to provide advice and consultancy, organise training courses, produce publications and organise workshops, seminars, conferences or study missions etc. Whilst a set allocation of financial resource is available each biennium in order to carry out the programme, increasingly it is the responsibility for the Senior Employer Specialist to seek and secure alternative donor funding for projects.

The Senior Employer Specialist will be responsible for drawing up a work plan which outlines the proposed cooperation with each EBMO for which she/he is responsible This is done bi-annually in dialogue with each EBMO concerned and done on the basis of a needs assessment to be carried out by the specialist (taking account of the budget allocation

available to each specialist and the likelihood of attracting any extra funding resources). Attention needs to be paid to the operating environment of each EBMO concerned and strategic thinking is essential. The work plan states the problem to be solved, or objective to be achieved, the activity which should lead to the result envisaged and the indicators which would prove the extent to which the result has been achieved. Technical expertise can be resourced from both within the ILO and externally, depending on the task to be achieved, resources available and the availability of specific knowledge.

The work plan is finalised in dialogue with an allocated regional "Desk Officer" in Geneva and ACT/EMP management.

Once agreed, Senior Employer Specialists are responsible for the implementation of the agreed work plan and progress is reported and reviewed in a monitoring exercise every quarter. Wider reporting is also needed on assessing the impact of the programme including information on cases where there have been difficulties encountered and lessons learned from both successful as well as problematic cases.

Performance is assessed against the agreed work plan and result targets set as indicated above.

OTHER TASKS

The Senior Employer Specialist will also be involved in other work of the DWT and Country Offices. This can involve participating in meetings, missions etc. to input employers' perspectives in the formulation of the DWT and Country Offices' policies and programmes. It may also involve taking part in national and sub-regional tripartite activities on given themes to be a technical support to employer participants.

The specialist will also be called upon to give input to ACT/EMP HQ on its technical responses to wider ILO initiatives.

Required Qualifications

Education

Advanced university degree in economics, business administration, law, social science or related subject.

Experience

At least ten years professional experience, with at least five years' experience in senior management positions in employer organisations or other business organisations and/or comparable experience in HR/IR or technical cooperation management functions with practical experience of working with employer organisations.

Languages

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

Competencies

- Excellent knowledge of employers' organisations and labour related programmes, issues, practices and policies
- Excellent knowledge of development concerns and needs in various countries as related to employer organisations.

- Proven expertise in industrial relations, labour law and workplace issues and understanding of the changing affecting business and work.
- Good analytical and problem solving abilities. Ability to synthesize assessed needs in employer organisations for the purpose of developing and managing technical cooperation projects.
- Demonstrated ability to conduct socio-economic research and analysis and to write reports.
- Demonstrated ability to define and resolve problems in a manner that reflects employers concerns and priorities in technical cooperation projects.
- Ability to develop links with and attract major donors in order to ensure adequate resource mobilisation for the implementation of plans and projects.
- Ability to present and advocate policy changes in difficult circumstances.
- 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 ACT/EMP guidelines with a minimum of supervision
- Ability to work under political and time pressure and meet tight deadlines.
- Sound financial management.
- Political insight and sound judgement
- Ability to advise senior level officials, executive management and constituents and to negotiate and discuss sensitive matters with tact, discretion and authority
- Discretion and high sense of responsibility and judgement.
- Command of standard computer software.

Core Competencies and Values:

- Client orientation: ability to effectively meet client needs (internal and external).
- Takes responsibility for performance: ability to take prompt action to accomplish objectives, including beyond what is required; to establish courses of action for self and others to ensure that work is completed efficiently; to monitor the results of delegations, assignments or projects.
- Quality orientation: ability to set, maintain and monitor high quality standards for own delivery;
- Collaboration: ability to develop and use collaborative relationships to facilitate work goals.
- Orientation to change: ability to adapt to major changes in work tasks or in the work environment.
- Communication: ability to communicate by clearly conveying information to individuals or groups.
- Integrity and transparency: ability to maintain social, ethical and organizational norms and to adhere to codes of conduct and ethical principles.
- Orientation to learning & knowledge sharing: ability to continuously develop and update professional knowledge base; to assimilate and apply new job-related information in a timely manner.
- Sensitivity to diversity: ability to accommodate the differences found in other cultures and between genders to interact effectively with people of different cultures.

Additional Information:

The post is at P5 grade and will be remunerated on the basis of decisions taken in the framework of the United Nations Common System.

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.
