



International Labour Office

## JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. *This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.*
2. *Time frame required by HRD to review the JD: minimum two weeks*

<i>For HRD Use Only</i>	
Job Description Received:	
Approved & Returned:	

<b>Organisational Unit/Department:</b>	CO- Hanoi
<b>Technical Responsible Unit/Department:</b>	IPEC
<b>Technical Cooperation Programme:</b>	Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam VIE/14/04/USA
<b>Centralised or Decentralised Project:</b>	Decentralized
<b>Position (Title):</b>	Provincial Coordinator (Ho Chi Minh and An Giang)
<b>Proposed grade (to be confirmed by HRD):</b>	NOA
<b>Duty Station:</b>	Ho Chi Minh
<b>Type of contract (SST, ST or FT):</b>	Fixed Term
<b>Source of funding (TC, PSI or RBSA):</b>	TC
<b>Duration:</b>	12 months with possibility of extension

1. Introduction: general information about the context in which the official will work / background on the project:

To achieve the goal of decent work for all in Viet Nam, the ILO Country Office supports the Vietnam Decent Work Country Programme (DWCP) with three priority areas: Labour Market Governance; Social Protection; and Employment and Sustainable Enterprise Development. In the implementation of the DWCP, the ILO Office works in close partnership with the Government of Viet Nam, in particular its technical line ministry, the Ministry of Labour, Invalids and Social Affairs (MOLISA) and its social partners, the employers' and workers' organizations. The Vietnam DWCP is an integral part of the One UN Plan.

The International Programme on the Elimination of Child Labour (IPEC) under the Fundamental Principles and Rights at Work Branch (FPRW) of the International Labour Organization is operational in over 90 countries worldwide and has the long-term objective of the effective abolition of child labour. In the short and medium term, the programme aims at assisting member States in designing and implementing policies and programmes which help them combat the worst forms of child labour. IPEC also aims at heightening the awareness of member States and the international community on the problem of child labour and assists them in implementing the relevant international labour conventions.

IPEC is implemented through national, sub regional and regional programmes which include activities such as technical advisory services; direct action for the withdrawal, prevention and protection of working children; institution building; training, advocacy and the collection of and dissemination of information and research.

The USDOL-funded project "**ENHANCE: Enhancing National Capacity to Prevent and Reduce Child Labour in Vietnam**" has an overall development objective *to build a comprehensive and efficient multi-stakeholder response for the prevention and reduction of child labour in Vietnam.* Placing capacity building for sustainable solutions at the heart of its interventions, the Project will deliver interventions under three mutually reinforcing components to achieve the following immediate objectives:

- i. Capacity building component: By the end of the project, the capacity of national institutions and stakeholders to identify, monitor and respond to child labour, as part of the promotion of international labour standards, will have been strengthened.*
- ii. Awareness raising component: By the end of the project, awareness of child labour, the associated hazards and prohibitions against it will have been raised among all levels of society.*
- iii. Direct interventions component: By the end of the project, intervention models for preventing and withdrawing child labour in selected geographical areas and sectors will have been implemented and documented and ready for replication.*

The Project will direct technical support to enhance government efforts to counter child labour, building the achievements to date and making particular effort to address the informal sector and identified priority industry sectors. In partnership with MOLISA as the key Government of Vietnam partner, and its Bureau of Child Protection and Care as implementing focal point, the project will engage with a wide range of government, social partners and civil society in its implementation.

## 2. Reporting lines:

The project is managed by an international Chief Technical Adviser (CTA)/National Project Manager and assisted by Project Officer and M&E officer. The project is supported technically by the ILO Bangkok Decent Work Technical Support Team Specialist on Child Labour and the ILO-IPEC at HQ.

## 3. Main duties and responsibilities:

The Provincial Coordinator will ensure effective programme implementation in the provincial areas. He/she will ensure that the objectives of the programme are attained at the provincial at local level and that programme partners and selected implementing agencies work according to agreed work plans and agreements. The Provincial Coordinator will also ensure compliance with the ILO and IPEC financial and operating rules and procedures at the provincial level.

The Provincial Coordinator will work closely with provincial and local level project partners to ensure that direct services to the target groups in question are delivered and assist in local capacity building and advocacy efforts.

### - General duties

#### **3.1 Project coordination at the provincial and community levels**

- Develop in consultation with provincial and local level government, employer's and worker's organizations, private sector and civil society counterparts direct action programmes, training and capacity building and advocacy and awareness raising activities to combat child labour with special focus in Garments, Handicrafts, Fisheries and Agriculture sectors;
- Monitor progress of Action Programmes, external collaboration contracts and other provincial level project activities by reviewing, verifying and analyzing work-plans, progress reports, final reports, regular site visits and other data for clarity, consistency and completeness;
- Ensure sound design of project interventions, good quality outputs, documented learning and timely achievement of project objectives;
- Organize local level stakeholder ownership exercises, identify and train partner agencies for provincial and local level capacity building activities as required;
- Assist in baseline data collection, survey and research agenda implementation and regularly update, and ensure regular monitoring of progress made, and assessments and documentation of impact;
- Represent ILO-IPEC, as needed, in provincial and national meetings including consultations with constituents;
- Provide information and support for the proper review and analysis of national and local level development plans and priorities;

#### **3.2 Networking, Partnerships and Knowledge**

- Keep abreast of the latest trends and developments in the area of child labour in Viet Nam, giving special emphasis to the situation of vulnerable children in the target sectors;
- Keep abreast of Garments, Handicrafts, Fisheries and Agriculture industry development at the provincial and local levels and assist in working together with the private sector on industry improvement;
- Document project learning for promotional purposes and sharing for replication;
- Assist in coordinating with various UN agencies (particularly UNICEF, FAO and UNESCO), bilateral donors and NGOs with programmes or mandates that would compliment ILO work on child labour elimination at the Provincial and local level;
- Provide technical assistance and guidance for the provincial and local level advisory committees to be associated with the project;
- Provide technical advisory services in the area of child labour to the project partners, and act as a resource person in workshops and meetings;
- Encourage and facilitate linkages among other ILO and expert service providers at provincial level



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including but not limited to workers' and employers' organization;

### 3.3 Advocacy & Resource Mobilization

- Assist in promoting ILO policies regarding child labour, the equality of opportunity and treatment for women and men, and other relevant International Labour Standards through awareness raising and training efforts;
- Actively contribute to efforts to mobilize government, private sector and civil society contributions (in particular at provincial level) to ensure sustainability of interventions and implementation of provincial plans. Efforts should include a focus on improved access to existing services, collaborative efforts, and replication of project interventions by others;

### 3.4 Office unit management

- Contribute to the formulation and monitoring of the yearly work plans of the project, and ensure that its overall outputs are achieved as planned.
- Using the standard project reporting formats, keep the CTA/National Project Manager updated of project implementation, learning and challenges;
- Carry out other duties as may be assigned.

- Technical duties

### 3.5 Technical services

- Develop with the project partners awareness raising, capacity building and outreach programmes that will enhance understanding about child labour issues in the Garments, Handcrafts, Fisheries and Agriculture sectors;
- Develop collaborative efforts with the labour inspection system to enhance enforcement of labor laws and provision of advisory services and training on working conditions and assist in development of community based monitoring systems;
- Develop collaborative efforts with the labour inspection system to enhance understanding of labour laws, and mainstreaming of labour law (especially hazardous work for minors) compliance in labour inspection and child labour monitoring functions in Garments, Handicrafts, Fisheries and Agriculture sectors;
- Develop with the private sector actors industry training and self improvement processes aimed at addressing child labour and betterment of working conditions in the target sectors;
- Stimulate a culture of learning and ensure documentation of lessons learnt by provincial project stakeholders and project staff for improved future interventions (in particular resulting from participatory monitoring exercises and field missions) and replication;

4. Qualifications requirements:

Education: University degree in economics, management, social science or equivalent in experience.

Experience: At least one to two years of project management and implementation experience in Viet Nam. Proven capacity to initiate and implement technical co-operation programmes and activities with ILO constituents, NGOs and the Government. Familiarity with ILO policies and procedures. At least 3 years of operational experience in labour, occupational safety and health, education, vocational training, livelihoods improvement, women's and children's rights issues, (including trafficking and migration) and gender. Familiarity in working with the private sector and knowledge about the Garments, Handcrafts, Fisheries and/or Agriculture sectors is considered an additional asset.

Languages: Proficiency and ability to draft quickly and clearly in English.

Nationality: Vietnamese

Competencies:

- High standards of integrity, professionalism, personal discipline and impartiality;
- Result-oriented;
- Demonstrated ability to implement and manage technical co-operation projects of international organizations, including negotiations with governments, and social partners;
- Sound technical skills in managing integrated provincial projects;
- Ability to train and guide personnel, and counterparts;
- Ability to work independently with a minimum of supervision;
- Good interpersonal skills and ability to work in a team;
- Commitment to gender equality;
- Ability to work under political and time pressure, and meet deadlines;
- Excellent communication skills, both written and verbal, in English;
- Good organisational skills;
- Proficient in basic computer software (Microsoft Word, Powerpoint, Excel, and WP).

Reviewed by RHRD, RO-Bangkok  
9 July 2015  
NO-A Provincial Coordinator