



International Labour Office Viet Nam

Job Description Capacity Building Officer (NOB)

GENERAL INFORMATION

Title of the posting:	Capacity Building Officer
Project:	Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam
Sector:	FPRW (Fundamental Principles and Rights at Work)
Location:	Hanoi, Vietnam
Duration of appointment:	12 months with possibility of extension
Scheduled starting date:	As soon as possible

BACKGROUND INFORMATION

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:

- 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.*
- 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.*
- 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.

POSITION

To support the implementation of this project, the ILO Office for Viet Nam is hiring a Capacity Building Officer. S/he will be responsible for development and implementation of the project’s capacity building and strategy in consultation with IPEC/FPRW. The incumbent will work in close collaboration with the ILO’s project partners.

REPORTING LINES

The incumbent will be based in Hanoi and will report to the Director of the ILO Hanoi Office through the Chief Technical Advisor or National Project Manager, also based in Hanoi. He/She will consult with the senior Specialist on Child Labour in the Decent Work Team Bangkok and IPEC/FPRW in Headquarters.

SPECIFIC DUTIES AND RESPONSIBILITIES

Under the guidance of the Chief Technical Advisor or National Project Manager and with technical inputs from senior Specialist on Child Labour in Decent Work Team Bangkok, IPEC/FPRW in Geneva and other relevant ILO Units:

- Lead the process to identify and document project partners’ capacity building needs.

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- Design, develop and implement the overall organisational and technical capacity building strategy for project partners.
 - Specifically, develop a strategy to strengthen organisational, administrative, budgeting, reporting and management capacities of national and provincial level partners and a strategy to build capacity of diverse partners to advocate for new and/or improved legal protections.
 - Lead the development of innovative tools to utilise in capacity building work.
 - Conduct training seminars, workshops and meetings with a view to increasing required skills and knowledge.
 - Facilitate knowledge sharing.
 - Work closely with the projects Advocacy Officer to ensure effective coordination.
 - Provide support to Provincial Coordinators in the implementation of capacity building activities at the local level.
 - Provide inputs on the results framework of the project, particularly in measuring progress and impact of capacity building efforts.
 - Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on capacity building activities.
 - Contribute to the preparation of the Project Work plan, timely delivery of activities and Project reports to the ILO, the donor and MOLISA.
 - Act as focal point within the project on technical support to capacity building to respond to requests from the constituents and other partners.
 - Represent the ILO in relevant working group and meetings and facilitate collaboration and knowledge sharing between organizations.
 - Document good practices and lessons learnt and how, and present the programme's experience and good practices at national forums.
 - Participate, where possible, in government and social partners advocacy meetings and provide, as appropriate, technical advice for the formulation and implementation of national policies and action plans that contribute in enhancing the national capacity to prevent and reduce child labour in the country;
 - Perform other relevant tasks requested by the Chief Technical Adviser or National Project Manager and the Director of the ILO Office in Hanoi.

QUALIFICATION REQUIREMENTS

Education

First level university degree in social/development studies, law and other relevant disciplines or relevant work experience in the education, labour and employment field.

Experience

At least two to three years' professional experience in relevant field at the national level, preferably with a focus on child labour issues and/or other relevant areas such as Child Protection, Education, Vocational Skills Development and Labour Inspection. Professional experience in capacity building of the stakeholders including the national government, local government, workers, employers, local

communities and/or civil society partners in those technical areas would be considered as a strong advantage.

Languages

Excellent command of English and Vietnamese

Competencies

- High standard of integrity, professionalism, personal discipline;
- Demonstrated ability to implement and manage technical co-operation projects of international organizations;
- Demonstrated ability to provide training for capacity building of partners working on child labour related issues;
- Familiarity with UN procedures would be an advantage;
- Ability to influence decision makers and negotiate with governments and social partners;
- Ability to manage in a coherent manner and monitor several activities, budgets and work plans at the same time;
- Ability to lead technical missions and to provide technical advice small business management training;
- Ability to design research framework and analyse available information to frame innovative capacity building efforts;
- Ability to work independently with a minimum of supervision;
- Ability to prepare reports and publications of a high quality, technically sound with conclusions leading to an action plan and programme development;
- Strong organizational abilities and ability to work to tight deadlines.
- Ability to work on own initiative as well as a member of a team.
- Ability to deal with people with tact and diplomacy and to build strong working relationships.
- Proficient in basic computer software (Word, Powerpoint, Excel) and advanced presentation techniques
- Excellence in facilitation skills with diverse stakeholders

Reviewed by RHRD, RO-Bangkok
12 November 2015
NO-B Capacity Building Officer