



International Labour Office

JOB DESCRIPTION

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: | |

| | |
|---|--|
| Organisational Unit/Department: | ILO OFFICE DAR ES SALAAM |
| Technical Responsible Unit/Department: | INWORK |
| Technical Cooperation Programme: | MAKING DECENT WORK A REALITY FOR DOMESTIC WORKERS IN TANZANIA |
| Centralised or Decentralised Project: | Decentralised |
| Position (Title): | National Project Officer |
| Grade: | NO - A |
| Duty Station: | Dar es salaam ,Tanzania |
| Type of contract (SST, ST or FT): | -FT |
| Source of funding (TC, PSI or RBSA): | TC |
| Duration: | 18 months(Non-renewable) |

1. Introduction: general information about the context in which the official will work

Under the Swedish-ILO partnership, the project above seeks to lay foundation for the improvement of working conditions of domestic workers in Tanzania. The projects aims at, among other things to study domestic work patterns, magnitude, conditions and policy issues in Tanzania; Set of recommendations by tripartite partners for plan of action to improve working conditions of domestic workers and/or for improvement of national legal framework; and raise awareness among domestic workers, employers and social partners on Domestic Workers Convention No. 189 and the associated Recommendation No. 201. Under the project, a three-part situational analysis of working conditions of domestic workers is underway.

Description of the position and specific duties

The Project and Research Analyst will work under the direct supervision of the UNDP Coordinator who is also the focal person on domestic workers. The candidate will also work under the overall supervision of the Country Office Director. Specific duties of the position will vary as project needs dictate, and are likely to include the following:

Project Implementation and Management Support:

- Plan and organize activities and take necessary preparations aimed at ensuring timely and efficient implementation of activities and delivery of quality target outputs in accordance with work plan drawn up under the Swedish- ILO Partnership Agreement
- Follow-up with and consult with, as required, relevant ministries including Ministries of Labour and social partners

Research support:

- Assist in background research related to the making decent work a reality for domestic workers project; conduct library and Internet searches;
- Prepare literature reviews and other written inputs; provide detailed comments and feedback on draft research reports commissioned under the project;
- Assist in editing (substantive and copy-editing) research papers and preparing them for publication; author/co-author at least one publication;

- Assist in background research and drafting of new research projects identify potential researchers who might collaborate with the project; maintain and update databases of relevant researchers, and research institutes;
- Communicate with external networks and consultants; assist in project management tasks such as donor reporting.

Event Organization:

- Assist with the organization of meetings, workshops and conferences, and work with the communications focal person to ensure excellent coverage of events

Communications and Outreach:

- Collaborate with the communications focal person on project-level communications, including producing updates about research for internal distribution; drafting articles or updates for public briefing notes and ILO website.

2. Qualifications requirements: education, language, experience and competencies.

Education –First level university degree in social science, labour economics or management.

Experience –2-3 years project implementation and social science research experience.

Competences - Strong overall communication skills, especially writing and editing; Ability to summarize complex analysis and ideas in clear, message-oriented, accessible language; Accuracy and an eye for detail; Ability to work cooperatively; Active listening skills; Experience working in international environments or in international networks; Working independently.

Languages –Excellent written and spoken English and Kiswahili is required.

Application

Applicants are advised to become familiar with the general work of ILO as well as the Domestic Workers Convention No. 189 and Recommendation No. 201 (available at ILO website) before applying for this position.

If you are interested in the work elaborated above and have the corresponding qualifications, please apply by submitting:

- (a) A "motivation" letter outlining why this short-term position interests you.

A "written statement" (maximum 500 words) on **“The Challenge of Mobilizing Domestic Workers in Tanzania, CV and relevant Certificates should be submitted to npodomestic@ilo.org by 30 June 2014**

We regret that due to limited staff resources only short-listed candidates will be contacted.