

Title: National Programme Officer
Grade: NOA
Contract type: Fixed-Term Appointment
Organization unit: ILO Country Office for Viet Nam
Duty Station: ILO Hanoi, Viet Nam

Background

As the ILO major vehicle to promote decent work for all in Viet Nam, the Decent Work Country Programme (DWCP) focuses on three strategic areas, namely, labor market governance; employment for sustainable enterprise development; and social protection. The ILO Country Office for Vietnam works in close partnership with the Government of Viet Nam, in particular its technical line ministry, MOLISA and its social partners, the employers' and workers' organizations. This work is increasingly carried out within the framework of the 'One UN' Plan, which emphasizes a coordinated approach among UN agencies in the country. The National Programme Officer is responsible for providing assistance to the Director and carrying out technical duties and general coordination functions at the Country Office.

Generic Duties

1. Review and analyse country specific development plans and priorities, socio-economic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to management.
2. Monitor progress of ILO programmes, projects and activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
3. Follow-up with relevant departments at headquarters and regional office, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
4. Provide programming and administrative support to programmes and projects in areas of responsibility.
5. Prepare briefs, periodical reports and statistical data on status of programme/project activities.
6. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
7. Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations to management for remedial action.
8. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
9. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
10. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
11. Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material.
12. Undertake missions to project sites, normally accompanying other officials.
13. Supervise the work of support staff.
14. Perform other duties as may be assigned by the supervisor.

Specific duties:

1. Support in developing, integrating and implementing the technical cooperation programmes in the DWCP in the One UN plan, strategies, budgets and implementation modalities to ensure the implementation and development of relevant technical cooperation projects in consistent with the priorities set by the ILO constituents in the DWCP and, the One Plan. This will also include close consultation with the Regional Office and Headquarters with respect to aligning and modifying – where possible – operational systems aiming at lowering transaction costs and increasing efficiency in the programme implementation;
2. Assist in the development of relevant practical implementation and operation systems and guidelines. Special immediate attention will be given to the funds obtained from the One UN Fund and other donors as to contribute to the preparation of programme implementation reports, other progress and final reports if required and to prepare medium-term plans on the basis of contributions from technical programmes;
3. Support the PCG 1: "Economic Growth and Decent Work" by organizing the meetings, facilitating and coordinating the development of annual work plan, M&E framework, and annual reports, and maintaining meetings and membership records. Coordinate the organization of annual review meeting, policy dialogues and other possible events organized by PCG 1.
4. Participate in the UN meetings and working groups, such as the UN Programme Coordination Groups (PCGs), especially in those strategic areas where the ILO takes the leadership role as PCG co-convener.
5. Examine programme and budget proposals, and evaluate priority in accordance with overall programme and budgetary objectives as well as long-term planning. Draft reports based on these analyses with recommendations for acceptance or revision of budget proposals.
6. Monitor the implementation of the approved programmes, propose changes to priorities, approach and allocation of resources. Evaluate and recommend approval of programme changes. Participate in resources adjustment and review exercises;
7. When necessary represent the ILO country office to discuss steps forward regarding development and implementation of technical cooperation programmes within the One UN and DWCP context.

Education - First level university degree in a relevant field.

Experience - At least one or two years of professional experience at the national level in the occupational area.

Languages - Excellent command of one working language of the office and good knowledge of another official language of the duty station.

Competencies - Knowledge of programme and budget, project administration and evaluation concepts and procedures. Knowledge of the office's financial rules and regulations. Knowledge of office-wide activities and objectives. Ability to interpret project information and to identify and analyze problems with implementation. Good drafting skills. Ability to communicate effectively both orally and in writing. Ability to clarify information. Good computer applications skills. Organizational skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy. Ability to supervise staff.

Reviewed by RHRD, RO-Bangkok
 28 August 2015
 NO-A_Programme Officer_New PSI_CO Hanoi