

Job Title: National Project Coordinator, Eliminating Workplace Discrimination in Lao PDR



International
Labour
Organization

Grade: NOB

Vacancy no.: DC/VIENTIANE/NO/2025/01

Publication date: 11 March 2025

Application deadline (midnight Bangkok time): 25 March 2025

Job ID:12834

Department: RO-Asia and the Pacific

Organization Unit:CO-Bangkok

Location: Vientiane

Contract type:Fixed Term

Contract duration: Two years (with possibility of extension)

Under article 4.2, paragraph (e) of the Staff Regulations, the filling of vacancies in technical cooperation projects does not fall under Annex I of the Staff Regulations and is made by direct selection by the Director-General.

In order to support the best informed process in the filling of the above-mentioned vacancy by direct selection, the ILO invites interested candidates to submit their application online by the above date.

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates*

*The recruitment process for National Officer positions is subject to specific local recruitment and eligibility criteria.

The ILO values diversity among its staff and welcomes applications from qualified female candidates. We also encourage applicants with disabilities. If you are unable to complete our online application form due to a disability, please send an email to ilojobs@ilo.org.

Technical cooperation appointments are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organization. A two-years fixed-term contract will be given. Extensions of technical cooperation contracts are subject to various elements including the following: availability of funds, continuing need of the functions and satisfactory conduct and performance.

*Conditions of employment for external candidates: In conformity with existing ILO practice, the appointment of an external candidate will normally be made at the first step of this grade.

Introduction

The project on “Eliminating Workplace Discrimination, Harassment, and Child Labour in Lao PDR to support trade and compliance” aims to strengthen the promotion and enforcement of labour laws compliance with international labour standards, with focus on the fundamental principles and rights at work, especially as they are applied in trade sectors. Funded by the Government of Canada’s Employment and Social Development Canada (ESDC), this 36-months project will run from 2025 to 2028.

As Lao PDR prepares to graduate from LDC status in 2026, it will increasingly engage in Free Trade Agreements (FTAs), which emphasize compliance with international labour standards as a condition for preferential trade access. Compliance with fundamental principles and rights at work (FPRW) are key component of many trade agreements, for attracting foreign direct investment (FDI), and for accessing

preferential opportunities into larger markets. Failure to address FPRW issues not only undermines workers' rights but could hinder Lao People's Democratic Republic's ability to benefit from FTAs and attract responsible trade and investment. Laos' ability to leverage trade as a tool for inclusive and sustainable economic growth is therefore tied to its ability to ensure respect for FPRW.

Challenges with FPRW persist in Lao PDR despite efforts to establish regulatory frameworks and enforcement mechanisms. Contributing factors include difficult transitions to decent work for children over the minimum working age, insufficient awareness among employers, workers and communities, and weak capacity of labour law enforcement in informal economy sectors and rural areas.

The project aims to address these issues, focusing on trade sectors, through strengthened social dialogue and building the capacity of tripartite constituents. The ILO will work with its tripartite constituents while introducing two tracks of interventions to:

1. Uphold protections against non-discrimination and workplace harassment: This includes technical assistance to strengthen social dialogue and labour relations (mechanisms and practices) to address violence and harassment at work, labour law amendments, advocacy, and targeted training.
2. Combat child labour: This support is to enhance engagement of tripartite constituents and stakeholders in implementing the National Plan of Action on Child Labour in trade sectors, including NPA validation, awareness campaigns, sector-specific enforcement guidelines, and strengthened monitoring systems.

Within the policy and procedural requirements established by the ILO and the Project on "Eliminating Workplace Discrimination, Harassment, and Child Labour in Lao PDR to support trade and compliance", the National Project Coordinator will ensure the delivery and implementation of the project's expected outputs and objectives.

Reporting lines

The National Project Coordinator will be based in Vientiane, Lao People's Democratic Republic. The National Project Coordinator will work under the supervision of the Director of the ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific and ILO Country Office for Thailand, Cambodia and Lao PDR (DWT/CO-Bangkok) and will closely coordinate with and receive guidance from the ILO's National Coordinator for Lao People's Democratic Republic and the ILO's team in DWT/CO-Bangkok.

The incumbent will coordinate activities under the technical guidance and advice from the Fundamental Principles and Rights at Work Branch (FUNDAMENTALS) in ILO Headquarters and the ILO Decent Work Technical Support Team for East and Southeast Asia (DWT-Bangkok).

The National Project Coordinator will facilitate close coordination with the ILO Regional Office for Asia and the Pacific (ROAP) in Bangkok to promote complementation of the project activities and avoid duplication with the regional project on Trade, Labour, and FPRW in Southeast Asia.

Main duties and responsibilities

The National Project Coordinator (NPC) will lead and manage the project and ensure its timely implementation, including provision of technical and administrative supervision to the project team in line with the ILO policy, rules and regulations and in accordance to the final project document. Key responsibilities include strategic planning, management of project resources, coordination with tripartite partners (government, employers', and workers' organizations both at the national and local levels) and other stakeholders, liaising with EDSC and other development partners, monitoring project progress against objectives, and ensuring high-level communications to increase project's visibility. The NPC will also provide high quality technical inputs and advice on key outputs and activities of the project in close coordination with the relevant ILO specialists of DWT - Bangkok and, when appropriate, external consultants. The NPC will ensure that the project contributes to and leverages ongoing ILO country interventions under the framework of the Laos Decent Work Country Programme and the UN Sustainable Development Cooperation Framework.

Specific duties will include the following:

1. Ensure effective management including planning, implementation, monitoring and evaluation of the project's activities in accordance with the policies, programme strategies, programme guidelines, administrative and financial procedures of the ILO and country/action programmes.
2. Provide timely, accurate and pertinent information on programme and budget matters for operational decision-making purposes through the strategic use of the results-based management. Use baselines, milestones and indicators to measure, analyse and report on performance. Monitor and verify accuracy of data.
3. Set up the Project Advisory Committee at the national and possibly local sub-committees/ working groups and spearhead the preparation for meetings, the selection of interventions, project partners and

implementing agencies.

4. Participate in the organization and facilitation of conferences, workshops, seminars, training sessions, consultative meetings and webinars and other relevant activities, in close collaboration with the ILO's National Coordinator for Lao People's Democratic Republic, CO-Bangkok, ILO Technical Specialists of DWT - Bangkok and main project partners and beneficiaries.
5. Prepare briefs, periodical reports and statistical data and contribute to the production of training, advocacy and communication materials in English and Lao (local) languages.
6. Prepare periodic and ad-hoc progress reports on the status of the Project's implementation and coordinate with concerned tripartite and other partners in the country, relevant UN agencies to ensure strong sustainability of the outputs.
7. Identify and implement synergies and efficiencies with the Laos Decent Work Country Programme and related in-country projects and programmes, to enhance the impact and sustainability of the Project.
8. Support the mobilization of additional resources for implementation of the project's activities.
9. Assist in the programming and monitoring of available resources, prepare budget estimates and expenditure forecasts by comparing and analyzing the resource situation with planned activities.
10. Prepare terms of references for external collaborators, identify consultants for conducting certain project activities, prepare cost estimation and provide support for preparing contracts and provide guidance and assess their work.
11. Monitor the implementation and ensure the completion of contracts; identify difficulties and propose solutions based on reports and undertake field missions in relation to project implementation.
12. Undertake regular and ad-hoc visits to monitor project activities and ensure quality delivery and compliance with ILO guidance.
13. Perform other relevant duties as assigned.

Required qualifications

Education

University degree in economics, management, social science or related fields with demonstrated expertise or equivalent experience. Training in results-based planning, design, data collection, monitoring and evaluation methodologies and project cycle management is an advantage.

Experience

At least three years of relevant professional experience at the national level preferably in project management and topics related to international labour standards, economic, social and environmental transitions, sustainable enterprises, and work experience collaborating with the Governments, Workers' and Employers' organization, civil society, UN Agencies and other stakeholders will be advantage. Proven ability to promote gender equality through project work.

Languages

Excellent command of English and an official national language of the duty station.

Competencies

- Ability to participate effectively in technical missions and multi-disciplinary teams.
- Capacity to negotiate share gains with external partners.
- Capacity to engage in high-level policy dialogue with stakeholders.
- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Ability to draft reports and prepare guidelines relating to programme development and implementation and monitoring and evaluation and ability to provide technical support to Project Manager carrying out research, project formulation and implementation.
- Excellent analytical skills and knowledge of analytical tools.
- Proficient with Microsoft Office and relevant software packages.
- High standards of integrity, professionalism, personal discipline, and impartiality.
- Excellent organizational skills.
- Ability to work on own initiative as well as a member of a team.
- Ability to work under political and time pressure and meet deadlines.
- Ability to deal with people with tact and diplomacy.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit the [ILO Jobs website](#). The system provides instructions for online application procedures.

Fraud warning

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.