

# Job Title: National Project Coordinator, OSH



International  
Labour  
Organization

**Grade:** NOB

**Vacancy no.:** DC/VIENTIANE/NO/2021/01

**Publication date:** 30 September 2021

**Application deadline (midnight local time):** 13 October 2021

**Job ID:** 6767

**Department:** RO-Asia and the Pacific

**Organization Unit:** CO-Bangkok

**Location:** Vientiane

**Contract type:** Fixed Term

**Contract duration:** One year (with possibility of renewal)

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](mailto: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 one-year 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. The entry level salary for this position is US\$27,013 yearly.

## Introduction

Lao PDR has entered a period of rapid economic growth and industrial development, accompanied by growing integration into regional and global markets. The development of a national Occupational Safety and Health (OSH) system and a culture of prevention on OSH, though, is still in its early stages, and health and safety conditions in many industries expose workers to OSH hazards that can cause severe workplace accidents and diseases.

The ILO-Korea programme with support of Government of Republic of Korea will provide support to Lao PDR on Occupational Safety and Health until the end of 2023. The main objectives of the ILO-Korea OSH Project are enhancing and implementing Occupational Safety and Health standards in Lao PDR.

In synergy with this ILO-Korean programme and with the support from the EU Delegation, the ILO will provide technical support to Lao PDR in promoting labour rights and improving access to social protection coverage and occupational safety and health for coffee and tea sector workers in the Lao PDR. The main objectives are to extend and improve social protection and OSH delivery systems and services.

**Reporting line:**

The National Project Coordinator will work under direct supervision of the two respective Programme Managers. The NPC will assist the Programme Managers in the day-to-day implementation of the two projects and in achieving its outputs and outcomes. He/she will work in close coordination with the ILO Coordinator in Lao PDR. S/he will work in close coordination with ILO constituents, other ILO projects operating in Lao PDR and other relevant stakeholders.

He/she will receive technical guidance and support from the OSH Senior Specialist and Social Protection Senior Specialist, and other Specialists of the Decent Work Team in Bangkok as needed.

**Description of Duties****Stakeholder Engagement and Cooperation**

1. Identify and initiate engagement with related government and non-government organizations, national partners and beneficiaries and collaborate with them on project planning and implementation in order to ensure effective coordination; assist with stakeholder mapping during the projects' inception phases;
2. Liaise with other ILO projects and other donor-funded relevant initiatives in Lao PDR to develop synergies and increase projects' effectiveness;

**Project Implementation**

3. Develop work plan and implementation strategies of the projects; provide substantive input and backstopping to the implementation of activities in accordance with the work plan with a view to ensuring timely delivery of projects' activities and outputs;
4. Identify actual and potential problems, propose solutions and action steps, and follow up with relevant authorities to expedite implementation and meet targets;
5. Contribute with creative ideas for programme planning and development, serve as senior national programme advisor to the Programme managers, OSH specialist and expert and Social Protection Specialist and draft portions of programme and budget proposals, programme background, objective and evaluation.
6. Administer resources from all available sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring situation of resources as compared to planned activities and making recommendations for remedial action.
7. Prepare the assignments and field missions of international staff as well as international and national consultants (i.e. setting up appointments with stakeholders, organising interviews and focus group discussions, performing interpretation and translation work);
8. Plan, set up, organize and facilitate trainings, workshops, seminars and meetings for project staff and consultants, partners, beneficiaries and with donors;
9. Prepare presentations for national and regional workshops and seminars;
10. Guide the projects' support staff in carrying out their duties where required;
11. Interpret and translate for the Project Manager as needed.

**Monitoring**

12. Monitor progress of projects' activities by reviewing, verifying and analysing work plans, progress reports, final reports and other data for clarity, consistency and completeness;
13. Prepare briefs, progress reports, financial reports, ad-hoc reports and statistical data on status of project activities;

**Knowledge Management and Communication**

14. Compile systematic information and materials on project activities. Identify best practices and lessons learnt for knowledge building and knowledge sharing; assist the Programme Managers in the implementation of the projects' communication strategy;
15. Collect information/data of specific relevance for the two programmes; analyse and format this data to be used to support communication activities and develop further the projects' design;
16. Perform other duties as may be assigned by the supervisor(s).

**Required qualifications****Education**

University degree in economics and social sciences or in relevant field or equivalent experience.

**Experience**

- At least three years of professional experience at national level in project management and in the relevant occupational area. Good knowledge of policies and guidelines regarding labour issues in general and occupational safety and health, and social protection in particular; knowledge of value chain development

would be desirable;

- Experience with the formulation and implementation of technical cooperation projects and with interpreting project information;
- Experience with the monitoring of project activities as per performance plan and indicators;
- Good knowledge of project administration tasks;
- Experience with project office operations;
- Knowledge of the UN system would be an asset.

## **Languages**

Excellent command of oral and written English and Lao languages.

## **Competencies**

- Proven ability to take ownership of all responsibilities, to act with integrity and transparency
- High standards of integrity, professionalism, personal discipline and impartiality;
- Strong organizational skills;
- Excellent interpersonal skills and ability to work in a team;
- Ability to formulate new concepts and methodologies;
- Flexibility and openness to learn and develop personally as well as professionally;
- Ability to develop training materials, alternative courses of action, project proposals,
- Good communication skills, both written and verbal, including the ability to write accurate reports;
- Ability to work independently with a minimum of supervision;
- Ability to work under time and political pressure and meet deadlines.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

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## **Recruitment process**

Please note that all candidates must complete an on-line application form. To apply, please visit the ILO Jobs website (<https://jobs.ilo.org>). 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.