

NOTICE OF VACANCY**Internal/External Competition n. 13/2009****TRAINING PROGRAMMES****Standards and Fundamental Principles and Rights at Work****P.3 Vacancy**
(Programme Officer)

An internal/external competition is open to fill this vacancy.

Applications for transfer submitted by Centre officials in the same grade will be given prior consideration.

In accordance with paragraph 10 of Annex H of the Staff Regulations, applications may be submitted by established Centre officials or officials recruited under fixed-term contract and who have completed their period of probation at the closing date. An official who has not completed his/her probationary period and an official whose fixed-term contract is linked to a specific training project of a fixed-term duration, of one year or more, may participate in this competition as an external candidate.

If an external candidate is selected, he/she will be offered a fixed-term contract of one year, which may be renewed. The conditions of employment relating to such contracts are described briefly in Appendix I to the present notice.

Candidatures from both men and women are equally welcome for this position.

INTRODUCTION

Under the supervision of the Manager of the Standards and Fundamental Principles and Rights at Work Training Programme, the incumbent organizes, manages and implements training programmes, projects and activities in the area of international labour standards and fundamental principles and rights at work.

DESCRIPTION OF DUTIES

Specifically, the incumbent:

1. Undertake design and delivery of training programmes in the field of International Labour Standards and Freedom of Association and Collective Bargaining (FOA).
2. Analyze training needs' requirements of specific target groups at international, national and sub-national levels, assess competency gaps and correspondingly design, organize and conduct related training activities; reports on the work and activities implemented.

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3. Formulates and develops specific training projects, programmes and activities for the supervisor's review and approval; validates existing approaches through appropriate evaluation and, in his field of competence provides technical advice and feedback to management.
4. Undertakes field missions as technical adviser, represents the Programme at technical meetings, and prepares training related technical studies, reports or papers for both internal and external dissemination.
5. Collaborates in developing a promotional strategy in conjunction with PRODEV.
6. Develop and upgrade training modules in the field of ILS and FOA by adapting and integrating innovative training-design methods along-with appropriate learning delivery techniques.
7. Design and develop content for training web pages. Use web platforms for distance learning and blended courses.
8. Manages human and financial resources required for the implementation of training activities.
9. Represent the Programme in relevant conferences, donor meetings and national/international events.
10. Promote the Programme activities with donors, institutional partners and other potential target groups.
11. Performs other related duties as required.

QUALIFICATIONS REQUIRED

Education

University degree in law, with specialization in international law.

Experience

- At least five years of professional experience, of which at least three years at the international level in the field of ILS (of which at least one year in the field of FOA and collective bargaining), including significant experience in the organization, management, implementation, and evaluation of training.
- Familiarity with the ILO mandate, its strategic and operational objectives, especially in the area of international labour standards and fundamental rights at work and freedom of association & collective bargaining.
- Technical experience in ILO Headquarters or in ILO offices or projects in the field, or in ITCILO is an asset.

Languages

Proficiency in English and in a second official working language (French and/or Spanish). Good knowledge of a third official language (French or Spanish).

Core competencies

- *Adaptability*: ability to adapt to major changes in work tasks or in the work environment.
- *Client service*: ability to meet client (in-house and external) needs effectively.
- *Collaboration*: ability to develop and use collaborative relationships to facilitate work goals.
- *Communication*: ability to convey information clearly to individuals and groups.

- *Initiative*: ability to take prompt action to accomplish objectives, even beyond what is required.
- *Integrity*: ability to maintain social, ethical and organizational norms and adhere to codes of conduct and ethical principles.
- *Knowledge management*: ability to develop and update professional knowledge continuously, and to assimilate and apply new job-related information in a timely manner.
- *Sensitivity to diversity*: ability to accommodate cultural and gender differences to interact effectively with people of different cultures.

Level competencies

- *Decision-making*: analysis, judgement and problem solving.
- *Managing work*: ability to manage one's time and resources effectively to ensure that work is completed efficiently.

Technical and other skills

- Ability to work with minimum supervision, often under tight deadlines, and ability to handle multiple tasks.
- Effective training and facilitation skills.
- Strong writing skills.
- Good diplomatic and negotiating skills.
- Effective skills in utilizing computers, including word processing, database and other software.

WRITTEN EXAMINATION AND INTERVIEW

Applicants may be required to sit a written examination and to be interviewed.

APPLICATIONS

Applications in writing – on form ILO/TC 909 for internal candidates (available at the Human Resources Services) or on form ILO 255 (Personal History Form) for external candidates (available from the Web Centre's page: <http://www.itcilo.org/jobs>) – should be sent either by e-mail to vacancies@itcilo.org or by normal mail to the Human Resources Services. **The deadline for receiving candidatures is 30 November 2009. No candidatures will be accepted after that date.**

N.B. Depending on his/her qualifications and relevant experience, the candidate may be initially recruited at a grade lower than that of the position.

EXTERNAL CANDIDATES WILL BE CONTACTED ONLY IF THEIR CANDIDATURE IS UNDER SERIOUS CONSIDERATION.