



## VACANCY ANNOUNCEMENT

<b>Project:</b>	Promote moving from the informal to the formal economy
<b>Position Title:</b>	National Project Coordinator
<b>Duty Station:</b>	Podgorica, Montenegro
<b>Level:</b>	NOA
<b>Duration:</b>	12 months with possible extension
<b>Contract type:</b>	FT
<b>To Apply:</b>	Please submit CV and a cover letter (both in English) stating your reasons for applying for this position and describing how your experience is relevant to the job to: < <a href="mailto:recruit-bud@ilo.org">recruit-bud@ilo.org</a> > Please indicate "Montenegro Project Coordinator" and your surname in the subject line. Please note that only short-listed candidates will be contacted.
<b>Application deadline:</b>	31 July 2016
<b>Starting date:</b>	As soon as possible

1. Introduction: general information about the context in which the official will work / background on the project:

The ILO has allocated resources under its Regular Budget Supplementary Account (RBSA) to actions concerning the Country Programme Outcome of Montenegro 126, "Strengthened capacity to address the informal economy".

In the framework of the project, the ILO support inter-institutional coordination, including special emphasis on fostering collaboration of social partners and tripartite collaboration, to promote moving from the informal to the formal economy in Montenegro.

Project activities are planned to cover three main components

- a) improved knowledge and monitoring of formalization and informalization,
- b) effective action supporting formalization and preventing informalization, and
- c) Improved protection and promotion of decent work for workers in the informal economy.

The project implementation deadline is 30 June 2018.

The incumbent will ensure the effective and timely implementation of project activities as per the agreed workplan, in coordination with ILO's tripartite constituents and partner UN agencies.

2. Reporting lines: supervision to be received by the incumbent (level and type) and supervision to be given by the incumbent.

The Podgorica-based national coordinator will work under the guidance and supervision of the Working Conditions and Gender Equality Specialist of the ILO Decent Work Technical

Support Team and Country Office for Central and Eastern Europe in Budapest (DWT/CO-Budapest), with the Director of the ILO DWT/CO-Budapest as high level chief.

3. Main duties and responsibilities:

1. Ensure the effective and timely implementation of project activities as per the agreed workplan, in coordination with ILO's tripartite constituents and partner UN agencies.
2. Under the supervision of the Working Conditions and Gender Equality Specialist, monitor and facilitate the implementation of and update the work plan in consultation with the ILO DWT Budapest and the constituents.
3. Ensure speedy follow-up of financial and other administrative procedures and coordinate with the assigned Programme Assistant at DWT/CO Budapest. Review and analyse project related documents and reports, maintain a reference system for these documents according to ILO's rules and procedures (for meetings, purchase of goods and services, hiring collaborators, use of petty cash, etc...), and follow up on future actions.
4. Supervise the work of one project assistant.
5. Ensure that gender issues are explicitly addressed and mainstreamed throughout the project activities and outputs including final reports or events.
6. Prepare periodic progress report drafts and the final project report draft for the DWT Director in Budapest.
7. Support the development/implementation of Decent Work Country Programme in Montenegro with respect to the issues related to informal employment.
8. Coordinate and liaise with other ILO project staff in Montenegro and staff of partner Joint Project agencies, including government Ministries and agencies, the social partners, and the partner UN Agencies (UNDP).
9. Participate in relevant meetings and consultations, as required.
10. Organize publication and dissemination of project outputs.
11. Ensure the quality of documents, including editing and translation.
12. Perform any other duties as may be assigned by the ILO DWT Budapest Director.

4. Qualifications requirements:

**Education:** University degree in economics or related social science, public administration.

**Experience:** Two years of professional experience in the labour and employment areas. Prior experience in the area of informal employment and the promotion of formalization would be an advantage; experience in the implementation of development assistance programmes within the United Nations System is an advantage.

**Languages:** Excellent knowledge of written and spoken English and speaking at least one or more major local languages (Montenegrin)

**Competencies:**

- Demonstrated skills in project planning, reporting, implementation, monitoring and

evaluation

- Knowledge of labour economics and labour market dynamics, especially with regard to the quantitative and qualitative aspects of the youth labour market.
- Experience in the design, monitoring and evaluation of (youth) employment policies and national employment programmes targeting disadvantaged groups,
- Excellent interpersonal, communication and negotiation skills and ability to liaise with representatives from the public and private sector at the highest level
- Ability to work independently and as a team member
- Ability to work under time and political pressure and meet deadlines
- Computer skills – word processing and spreadsheet
- 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.
- Ability to clarify information.
- Ability to deal with people with tact and diplomacy.
- Ability to work in a multicultural environment and demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.