

ILO Consultancy opportunity

Background

The International Labour Organisation (ILO) is a specialised agency of the United Nations. It was established in 1919 to promote social justice and brings together governments, employers and workers of 187 Member States to set labour standards, develop policies and devise programmes promoting decent work for all women and men.

The ILO is beginning to expand its work in Turkmenistan. Together with the Government of Turkmenistan, the ILO is implementing a programme of cooperation to strengthen application of the Abolition of Forced Labour Convention, 1957 (No.105) which was ratified by Turkmenistan in 1997. The programme aims to prevent child labour and forced labour during the cotton harvest in Turkmenistan and includes a broad range of measures and activities, including priority actions ahead of the next cotton harvest; legislative reform to improve protections against child labour and forced mobilisation and strengthen recruitment and working conditions for persons involved in the cotton harvest; improve enforcement mechanisms and access to remedies; and broader reforms to eliminate risks of forced labour and child labour.

Description of Duties

The consultant will provide support to the ILO programme through the provision of coordination and logistical support. The consultant will support the ILO's strategic planning and coordination with ILO partners, including government agencies at the national and local levels, employers' and workers' organisations, the Office of the Ombudsperson and other stakeholders. The consultant will be expected to provide high quality inputs and advice on key outputs and activities in close coordination with relevant ILO specialists. The consultant will further provide logistical support to the organisation of mission and activities, including workshops and trainings and identification of possible service providers.

Specific duties will include the following:

- Ensure effective coordination of ILO activities with government partners, trade unions and employers and other stakeholders in accordance with the policies, programme strategies, programme guidelines, administrative and financial procedures of the ILO.
- Provide timely, accurate and pertinent information on programme matters for operational decision-making purposes.
- Participate in the organization and facilitation of ILO missions, conferences, workshops, seminars, training sessions, consultative meetings and webinars and other relevant activities, in close collaboration with ILO technical specialists and main project partners and beneficiaries.
- Identify local service providers and prepare budget estimates for planned activities in close coordination with ILO technical specialists.
- Provide other general administrative and logistical support to ILO activities in Turkmenistan.

Institutional Arrangement

This is a part-time consultancy. The consultant should be based in Ashgabat, Turkmenistan.

The consultant will work under the supervision of the International Labour Standards and Labour Law Specialist of the ILO Decent Work Team for Eastern Europe and Central Asia and will closely coordinate with and receive guidance from the Fundamental Principles and Rights and Work Branch (FUNDAMENTALS) in ILO Headquarters.

Reporting

The consultant will provide a monthly report on activities undertaken under this consultancy.

Duration

22 days over 2 months. (13 May – 30 June, 2024)

Required qualifications

Education

University degree in economics, law, management, social science, or related fields with demonstrated expertise or equivalent experience.

Experience

At least three years of relevant professional experience at the national level preferably in project management. Preference for candidates with experience in topics related to human rights, international labour standards, economic and social development, and work experience collaborating with the Governments, Workers' and Employers' organization, civil society, UN Agencies and other stakeholders will be advantage.

Language

Excellent command of English and Turkmen/Russian.

Competencies

- Ability to participate effectively in technical missions and multi-disciplinary teams.
 - Capacity to engage in high-level policy dialogue with stakeholders.
 - Knowledge of programme management and budget, project administration.
 - 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 share their CV and a Cover Letter explaining their motivation and suitability for the position. To apply, please send your application to Ms. Anna Sokolova sokolova@ilo.org by April 22, 2024.

Evaluation may include one or several written tests and an interview with a hiring manager. ILO uses communication technologies such as Zoom and Ms Teams in the process of assessment and evaluation of candidates.