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MINISTRY OF FOREIGN AFFAIRS
AND REGIONAL INTEGRATION

P. O. Box M53
Accra, Ghana
GA-057-0036

Gm/361

Our Ref.: CA/UN/8

REPUBLIC OF GHANA

23RD AUGUST, 2021.

CIRCULAR

NOTIFICATION OF VACANCIES AT THE INTERNATIONAL LABOUR ORGANIZATION

I have the honour to bring to your attention, job vacancies below which have been circulated by the International Labour Organization (ILO) in Geneva:

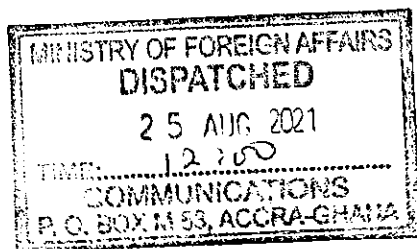
- | | | |
|----|--------------------------|---|
| A) | Post: | Chief, Regional Programming Unit, P5 |
| | Deadline for submission: | 20 th September, 2021 (midnight Geneva time) |
| | Duty Station: | Lima, Peru |
| B) | Post: | Legal Specialist, Violence, Harassment and Non-discrimination, P4 |
| | Deadline for submission: | 20 th September, 2021 (midnight Geneva time) |
| | Duty Station: | Geneva |
| C) | Post: | Senior Functional Analyst, P4 |
| | Deadline for submission: | 20 th September, 2021 (midnight Geneva time) |
| | Duty Station: | Geneva |
| D) | Post: | Ethics Officer, P5 |
| | Deadline for submission: | 20 th September, 2021 (midnight Geneva time) |
| | Duty Station: | Geneva |
| E) | Post: | Senior Translator, P4 |
| | Deadline for submission: | 20 th September, 2021 (midnight Geneva time) |
| | Duty Station: | Geneva |

- Information on job openings are available at the ILO website <https://jobs.ilo.org/job>. Attached are documents pertaining to the vacancy.
- Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions through the following email: vacancies.internationalorgs@mfa.gov.gh.
- Please accept the renewed assurances of our highest consideration.

(SIGNED)
CANDIDATURES UNIT

FOR PUBLIC RELEASE

Cc: Hon. Minister
Hon. Deputy Minister, P&E
Hon. Deputy Minister, F&A
Special Adviser
Chief Director
Supervising Director
All Directors
All Officers at Base and Abroad



0105908

Chief, Regional Programming Unit



**International
Labour
Organization**

Grade: P5

Vacancy no.: RAPS/2/2021/AM/03

Publication date: 18 August 2021

Application deadline (midnight Geneva time): 20 September 2021

Job ID: 6553

Department: RO-Latin America and the Caribbean

Organization Unit: RO-Latin America and the Caribbean

Location: Lima

Contract type: Fixed Term

The following are eligible to apply:

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

Staff members with at least five years of continuous service with the Office are encouraged to apply.

Applications from officials who have reached their age of retirement as defined in Article 11.3 of the Staff Regulations on or before 31 December 2017, or who have already separated from ILO service upon retirement or early retirement, will not be considered.

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.

The ILO welcomes applicants with experience in working within ILO constituents (governments, employers' and business membership organizations, and workers' organizations).

Applicants from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future would be particularly welcome. A list of these countries can be found here: <https://jobs.ilo.org/content/Non--and-under-represented-member-States/>

In addition to the interviews and tests that any candidate may be required to take, successful completion of the ILO Assessment Centre is required for all external candidates and any internal candidate applying to a higher category.

Notwithstanding the general considerations set out in the ILO Staff Regulations, this vacancy announcement is the only authoritative document pertaining to the qualifications required for this position. The minimum required qualifications were determined in view of the specific duties and responsibilities of this position.

The specific language requirements for this position are detailed hereunder. However, candidates applying for the professional category vacancies who have not already successfully completed their probationary period within the ILO and whose mother tongue is not one of the working languages of the Office (English, French and Spanish), shall be required to possess a fully satisfactory working knowledge of at least one of the ILO working languages. If appointed they may be required to acquire a knowledge of a second working language of the Office during their initial years of service.

Introduction

The position is located in the ILO Regional Office for Latin America and the Caribbean, based in Lima, Peru. The Chief of the Regional Programming Unit (RPU) will be responsible for leading and managing the work of the Unit. The incumbent will strategically assist regional management and field offices in the region in programming resources for all sources of funds and in supporting the coordination, monitoring and reporting on ILO's activities in the region. In close collaboration with the Strategic Programming and Management Department (PROGRAM) at headquarters, the incumbent will provide support at regional, sub-regional and country levels in the area of strategic planning, resource allocation, country programme implementation, monitoring and evaluation, and knowledge management. He/she will be responsible for ensuring quantitative and qualitative delivery of the programmes and development cooperation projects in the region in line with results-based management (RBM) principles. The incumbent will be responsible for ensuring coherent programming and resourcing of ILO activities in the region in line with identified constituent needs and set priorities, within the overall framework of implementing the ILO's Decent Work Agenda.

The position reports to the Deputy Regional Director under the overall guidance of the Regional Director; it is a part of the Regional Management Team as well as of the Global PROGRAM Team.

Specific Duties

1. Plan, manage, and supervise the work of the RPU at the Regional Office and support priority setting at regional and country levels.
2. Provide support to Decent Work Technical Support Teams (DWTs) and Country Offices (COs) in the development, implementation and monitoring of Decent Work Country Programmes (DWCPs) or other programming frameworks at national level and in the region. This includes lead the quality assurance process for DWCPs, facilitate periodic Country Programme Reviews and provide advice on the establishment of programmes' governance mechanisms.
3. Identify and define regional priorities and outcomes within the framework of the Outcome-based Work Plans (OBWs), and provide support to DWTs and COs in the region in the formulation of OBWs for the biennium. Maintain close liaison with relevant technical units at headquarters to plan, articulate and support the implementation of Country Programme Outcomes. Coordinate the regular region-wide reviews of OBWs in consultation with the responsible lead officials at headquarters and PROGRAM.
4. Coordinate the planning and programming of regular budget and associated resources (RBTC, PSI, RBSA) as well as extra-budgetary resources in the region. Monitor delivery of all sources of funds and propose appropriate action to regional management and office directors in the region.
5. Coordinate the preparation of the region's biennial Programme and Budget proposals. Plan and coordinate the biennial implementation reporting exercise and provide quality assurance.
6. In consultation with PROGRAM, monitor programme implementation to ensure conformity with the ILO's Programme and Budget objectives and RBM. Propose changes in programme orientation and work methods.
7. Provide guidance on development cooperation policies and procedures and coordinate the formulation of development cooperation proposals and ensure quality assurance of proposals, including through building staff capacity on project cycle management and results-based management.
8. Lead efforts to enhance programming capacity in the region, including through briefings and capacity development activities for ILO staff and constituents. Guide the development of knowledge management systems and tools to support priority setting and decision-making.
9. Perform other relevant duties as assigned.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

Generic Duties

1. Responsible for the review, analysis and interpretation of economic, social and political trends in the region to provide recommendations to regional management on technical assistance needs and the formulation of regional priorities. Prepare papers and reports in this respect, and oversee the formulation of regional technical cooperation programmes and projects in consultation with the relevant technical areas.

2. Establish and maintain relations and negotiations with other UN agencies, funding agencies and other international agencies in the region, and prepare relevant papers, reports and consultation programmes.
3. Coordinate the planning and programming of regular budget resources in the region and the preparation of relevant reports, including the regional department's programme and budget proposals.
4. Coordinate and advise on matters of project design and evaluation in the region, for all sources of funds, and assist regional management in recommending the establishment of new, or modification of existing, regional objectives and priorities, promoting joint collaborative work on programme development and implementation.
5. Identify trends or developments in the region for which further research and programme development work is required. Provide advice to and assist country offices, DWTs, governments, social partners, UN and other funding agencies on the review and formulation of programmes.
6. Implement a monitoring and evaluation programme to assess the progress attained by activities in the region, of which the monitoring and evaluation reports will serve as the basis for planning future work as well as the foundation for drawing broader conclusions relevant to the general policies of the organization in the region.
7. Coordinate and monitor matters of technical cooperation in the region. Serve as focal point and provide advice on policies. Coordinate multi-bilateral project submissions from the region. Advise on relations with development banks, develop monitoring systems for project pipelines, and plan and organize related briefing and staff training programmes.
8. Coordinate the planning, formulation and implementation of multi-country technical cooperation activities across offices, including regional and sub-regional projects, and supervise and manage programme development, and project and resource control.

Required qualifications

Education

Advanced university degree in economics, business or public administration, social science or other related field.

Experience

More than ten years of professional experience in programme planning, management, implementation and evaluation, of which at least five years at the international level.

Languages

Excellent command of Spanish and a working knowledge of English. Knowledge of French and/or Portuguese would be an advantage.

Competencies

In addition to the ILO core competencies, this position requires:

Technical

Excellent knowledge of the Organization's policies, procedures, practices and programmes, including programming techniques and cycles. Seasoned knowledge of results-based management and experience in designing and applying related practices and tools. Excellent knowledge of the IRIS Strategic Management Module (SMM). Proven ability to undertake complex analyses and to write policy reports. Ability to represent the Organization and to provide authoritative advice and guidance. Excellent leadership and interpersonal skills, and proven ability to motivate and train staff. Excellent managerial skills. Thorough knowledge of international development cooperation policies and procedures.

Behavioural

Strives for continual improvement; seeks alternatives and new, unusual ideas; thinks creatively and outside the box; is not bound by current thinking. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Conditions of employment

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules. Any offer of employment with the ILO is conditional upon certification by the ILO Medical Adviser that the person concerned is medically fit to perform the specific inherent requirements of the position offered. In order to confirm an offer from the ILO the successful candidate will be required to undergo a medical examination.
- The first contract will be issued for a twenty-four month period.
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

For more information on conditions of employment, please visit: <https://jobs.ilo.org/content/International/>

Important Information

Any officials of the General Service category interested in applying to this position are hereby informed that, if selected, they will be offered the salary and allowances applicable to the grade of the position applied for, which may result in substantial changes in their take-home remuneration. In accordance with Article 3.4 of the Staff Regulations, the salary of an official, upon promotion, shall in no case be greater than the maximum salary of the grade to which he or she was promoted. For any questions or clarifications, please contact your HR partner at hrpartner@ilo.org

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit the ILO Jobs website at <https://jobs.ilo.org/>. The system provides instructions for online application procedures.

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place during the 3 to 4 months following the application deadline. Candidates are requested to ensure their availability should they be short listed for further consideration.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc. for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

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.

Legal Specialist, Violence, Harassment, and Non-discrimination



**International
Labour
Organization**

Grade: P4

Vacancy no.: RAPS/2/2021/WORKQUALITY/01

Publication date: 18 August 2021

Application deadline (midnight Geneva time): 20 September 2021

Job ID: 6554

Department: WORKQUALITY

Organization Unit: GED

Location: Geneva

Contract type: Fixed Term

The following are eligible to apply:

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

Staff members with at least five years of continuous service with the Office are encouraged to apply.

Applications from officials who have reached their age of retirement as defined in Article 11.3 of the Staff Regulations on or before 31 December 2017, or who have already separated from ILO service upon retirement or early retirement, will not be considered.

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.

The ILO welcomes applicants with experience in working within ILO constituents (governments, employers' and business membership organizations, and workers' organizations).

Applicants from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future would be particularly welcome. A list of these countries can be found here: <https://jobs.ilo.org/content/Non--and-under-represented-member-States/>

In addition to the interviews and tests that any candidate may be required to take, successful completion of the ILO Assessment Centre is required for all external candidates and any internal candidate applying to a higher category.

Notwithstanding the general considerations set out in the ILO Staff Regulations, this vacancy announcement is the only authoritative document pertaining to the qualifications required for this position. The minimum required qualifications were determined in view of the specific duties and responsibilities of this position.

The specific language requirements for this position are detailed hereunder. However, candidates applying for the professional category vacancies who have not already successfully completed their probationary period within the ILO and whose mother tongue is not one of the working languages of the Office (English, French and Spanish), shall be required to possess a fully satisfactory working knowledge of at least one of the ILO working languages. If appointed they may be required to acquire a knowledge of a second working language of the Office during their initial years of service.

Introduction

This position is located in the Gender, Equality, Diversity and Inclusion Branch (GEDI) within the Conditions of Work and Equality Department (WORKQUALITY). GEDI is responsible for promoting gender equality and non-discrimination, and respect for inclusion and diversity in the world of work, and managing the ILO's programme on HIV and AIDS. GEDI addresses gender equality and non-discrimination from a holistic perspective, with a view to supporting laws, policies and other measures that address effectively discrimination on a range of grounds and their intersections. Grounds covered include gender, race, ethnicity, indigenous identity, disability, HIV and other health status, sexual orientation and gender identity. Preventing and addressing violence and harassment, as a serious manifestation of discrimination, and supporting the right of everyone to a world of work free from violence and harassment, as acknowledged in the Violence and Harassment Convention, 2019 (No. 190), is a key focus of the work of the Branch. The Convention acknowledges that there are groups disproportionately affected by violence and harassment and the importance of ensuring the right to equality and non-discrimination of such groups.

The Legal Specialist will be responsible for providing legal analysis and support in the development of gender-responsive legislation, policies and measures in relation to the technical areas covered by the Branch, including multiple and intersectional discrimination, and in particular in the context of the promotion of the ratification and implementation of Convention No. 190.

The position will report to the Senior Specialist on Gender Equality and Non-Discrimination who coordinates the gender team. The incumbent will also work with other teams in the Branch, given the cross-cutting nature of the role of the position.

Specific Duties

1. Review legislation, policies and measures and provide technical and legal advice to ILO constituents on how to enhance the relevance and effectiveness of national laws, policies and institutions regarding gender equality and non-discrimination, including with respect to violence and harassment in the world of work, and multiple and intersectional discrimination, in line with relevant international labour standards.
2. Undertake comparative legal research and prepare publications on questions relating to gender equality and non-discrimination, including on violence and harassment in the world of work, drawing on international labour standards and other international instruments, and contribute to the development of innovative knowledge and action-oriented policy advice.
3. Provide technical and legal advice regarding the ratification of Convention No. 190, including preparing and coordinating national legal reviews and facilitating measures to overcome identified gaps, and the implementation of the Convention and its accompanying Recommendation (No. 206) by ensuring the application of an inclusive, integrated and gender-responsive approach.
4. Contribute to gender equality and non-discrimination initiatives, in particular with respect to analysing the effectiveness of different legal environments, and regulatory approaches that are effective in overcoming structural discrimination, including for women from marginalized or disadvantaged groups and in the informal economy.
5. Prepare or contribute to publications and reports, including Governing Body reports, policy briefs, tools and other resource materials on the legal and related policy aspects of various dimensions of gender equality and non-discrimination, including multiple and intersecting discrimination, for ILO constituents and other stakeholders.
6. Design and deliver specialized capacity building, in collaboration with the International Training Centre of the ILO in Turin (Italy) where appropriate, for governments, employers' and workers' organizations, members of the judiciary, dispute resolution authorities, legal professionals, labour inspectors and other relevant stakeholders, on equality and non-discrimination, including to support national legislative processes and the design of relevant laws and regulations in the context of the ratification and implementation of Convention No. 190.
7. Represent the Organization and make contributions at high-level meetings, seminars, and conferences, and UN inter-agency networks and events; promote ILO standards, priorities and recommendations on equality and non-discrimination within the UN system and through global and regional processes and initiatives.
8. Design and review proposals and mobilize resources for development cooperation projects on gender equality and non-discrimination, including to support the ratification of Convention No. 190 and the implementation of the Convention and its accompanying Recommendation (No. 206).

9. Coordinate the technical working group, or other internal coordination mechanisms, across ILO Departments at headquarters and in the field for the implementation of the ILO strategy for the elimination of violence and harassment in the world of work.

10. Perform other relevant duties as assigned.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

Generic Duties

1. Examine reports by governments on ratified and unratified Conventions and Recommendations. Examine and analyse complaints. Prepare comparative analyses of the legislation and practice of the different member States. Draft comments for presentation to and discussion with high-level committees and/or groups of experts. Provide advice to colleagues on labour standards under the incumbent's responsibility.
2. Prepare legal opinions and interpretations on a variety of legal questions or in a specialized field.
3. Prepare notes, reports and documents concerning questions of international law or labour standards, including requests for interpretations on complex legal questions, for consideration by governments, the Governing Body, the International Labour Conference and the Director-General. Develop strategies for follow-up to decisions made by policy bodies.
4. Analyse draft labour legislation submitted by governments to the ILO for comments prior to adoption.
5. Undertake research and write studies on complex problems (i.e. judging compatibility between legislation and practice) relating to international labour standards, labour law and labour relations, as well as prepare general surveys, manuals and articles. Supervise the preparation of statements on questions of public international law relevant to the work of the ILO. Advise on the position to be taken by the Organization on these issues.
6. Review and approve instruments of ratification.
7. Provide technical support to special tripartite committees established by the Governing Body or commissions of inquiry to examine alleged infringements of ratified Conventions.
8. Represent the work unit at meetings, including Conference committees and industrial committees, to provide advice on legal questions or questions concerning international labour standards or labour relations. Act as adviser to Conference committees and assist in the drafting of international legal instruments and participate in pre-conference work, including drafting committees. Represent the Office at meetings of other international organizations.
9. Develop, plan and implement technical advisory and promotional activities, including tripartite seminars, workshops, lectures and discussion groups. Represent the Office on missions which may be of a sensitive or controversial nature and before judicial bodies. Represent the work unit on internal committees or at inter-agency meetings.
10. Participate in the secretariat of various committees dealing with legal issues or labour standards, including preparation of background material and documents, drafting records of meetings, drafting reports, etc

Required qualifications

Education

Advanced degree in law.

Experience

Minimum of eight years' practical experience at the national level or at least six years at the international level working on labour-related issues with focus on gender equality and non-discrimination in the world of work.

Languages

Excellent command of two official languages (English, French, Spanish) of the Organization. A working knowledge of a third official language would be an asset.

Competencies

In addition to the ILO core competencies, this position requires:

Technical

Excellent knowledge of gender and non-discrimination laws, policies and institutions, and related international labour standards; demonstrated advanced oral communication and drafting skills. Ability to: design research studies and conduct comparative analyses involving the application of principles of law to the analysis of administrative, substantive and procedural problems of substantial intricacy; develop, evaluate and monitor development cooperation activities and projects; advise and persuade colleagues and constituents on legal questions; address politically sensitive issues.

Behavioural

Ability to build internal and external networks, and work collaboratively with colleagues and partners to achieve shared goals, and encourage cooperation. Accepts responsibility and accountability. Strong interpersonal skills, tact, discretion, confidentiality and diplomacy. Ability to prioritize work and meet tight deadlines. High standards of integrity, professionalism and personal discipline. Ability to work in a multi-cultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Conditions of employment

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules. Any offer of employment with the ILO is conditional upon certification by the ILO Medical Adviser that the person concerned is medically fit to perform the specific inherent requirements of the position offered. In order to confirm an offer from the ILO the successful candidate will be required to undergo a medical examination.
- The first contract will be issued for a twenty-four month period.
- A successful external candidate will be on probation for the first two years of assignment.
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Important Information

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Recruitment process

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Senior Functional Analyst



International
Labour
Organization

Grade: P4

Vacancy no.: RAPS/2/2021/INFOTEC/02

Publication date: 18 August 2021

Application deadline (midnight Geneva time): 20 September 2021

Job ID: 6564

Department: INFOTEC

Organization Unit: AMS

Location: Geneva

Contract type: Fixed Term

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Introduction

The position is located in the ERP and Admin Apps Unit within the Application Management Services Branch within the Information and Technology Management Department (INFOTEC). INFOTEC is responsible for information management and utilization of technology for the ILO. INFOTEC provides modern, secure, and reliable IT applications infrastructure, services and technologies to enable the ILO to effectively manage information and use technology to perform its mission.

The position provides expertise in process modelling, project management, software design, implementation and support for custom point and enterprise application solutions including enterprise resource planning (ERP) modules and processes. The role acts as a liaison between INFOTEC and business units in determining how to best implement software to streamline, automate and facilitate process efficiency and improvement. The position will report to the ERP and Admin Apps Unit Head within the Applications Management Services Branch (AMS).

Specific Duties

1. Lead task forces and working groups within the Office. Implement and adhere to project management standards including preparation of business cases, total costs of ownership, status reports, project plans, work estimations, etc. Prepare briefing materials and presentations as needed to governance bodies and user communities.
2. Identify opportunities for changes to processes, systems and structures. Recommend how to best utilize standard off the shelf software applications or lead the development of custom solutions to accomplish strategic business objectives which result in increased efficiency and effectiveness to the Office at headquarters and in the field. Ensure changes are implemented effectively considering alignment to master data management rules and application integration standards.
3. Prepare documentation as needed for the role including scoping documents, process designs, functional designs, etc. Ensure that appropriate software development and configuration practices are performed according to accepted standards within the software development lifecycle and methodologies like ITIL.
4. Keep abreast of developments on software and technology related to business processes within the ILO. Make recommendations to Senior Management based on best practices externally. Continually develop skills to operate and implement new versions of implemented applications and software as they evolve over time.
5. Engage and manage consultants, consulting contract and vendor relationships to ensure services are performed according to standards and billed appropriately. Prepare procurement-oriented materials including RfPs, vendor evaluations and Terms of Reference. Organize and prioritize work to ensure delivery to timelines and quality standards.
6. Identify reporting and analytical needs. Leverage business intelligence and analytical tools to enable management decision making and process effectiveness. Recommend additions to the data warehouse and business intelligence framework.
7. Perform other relevant duties as assigned.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

Generic Duties

1. Provide expert advice to the Unit Head and recommend a course of action in the following ERP areas: solutions scoping, requirements analysis, gap analysis, feasibility, functional design, application configuration, integration testing, user acceptance testing, production deployment, support and training.

2. Define standards and procedures for validating the integrity and operational viability of existing business processes. Work with the Unit Head to ensure all associated procedures and documentation are being maintained according to evolving business requirements.
3. Perform strategic impact analysis of existing processes, systems and structures requiring change and provide estimates of effort. Evaluate the design, quality, stability and maintainability of custom code developed to fill gaps between standard Oracle Applications functionality and business requirements. Review design and development efforts that will support future enhancements.
4. Perform troubleshooting of functional issues; determine if functional requirements are met by existing software and develop action plans to correct deficiencies; support the Office during cutover and transition to new software releases.
5. Investigate reported application problems and work with Functional Analysts to test, diagnose and isolate the root cause of problems. Prepare incident reports for further investigation by technical operations and development experts. Coordinate further diagnosis and tests as necessary to assist with and recommend workarounds where appropriate.
6. Work to develop client relationships by listening, understanding and anticipating needs, and suggesting appropriate solutions to ensure client satisfaction and continuous alignment with the client's business needs.

Required qualifications

Education

Advanced university degree in Information Technology Management, Computer Science, Business Management/Administration or other related field that is relevant to the scope of the assignment. A first-level university degree in a relevant field with 2 years' additional relevant experience in addition to the experience required below will be accepted in lieu of an advanced university degree.

Experience

At least seven years of professional experience in designing and implementing application and/or digital solutions with a minimum of five years implementing Oracle Enterprise Resource Planning (ERP) applications. Experience in specific Oracle ERP modules should include a minimum of three of the following modules/components: Human Resources, Advanced Benefits, Payroll, Labor Distribution, Personnel Actions, Accounts Payable, Accounts Receivable, General Ledger, Cash Management, Fixed Assets, Purchasing, Projects or Grants Accounting. A minimum of three years of relevant experience should be at the international level. Implementation experience with software which supports public sector applications for Travel, Budgeting or Results Based Management is an advantage. Experience with using technologies such as Oracle Business Intelligence and Hyperion tools; understanding of project management methodologies and ITIL is an advantage.

Languages

Excellent command of one official language (English, French, Spanish) of the Organization and a working knowledge of a second official language.

Competencies

In addition to the ILO core competencies, this position requires:

Technical

Sound understanding of ERP implementation methodologies and best practices. Sufficient understanding of relevant business processes, operating strategies, policies, and procedures within the UN environment; capability to gather, document and analyze information; ability to draw conclusions including impacts and resolution options, define strategies and suggest solutions; discernment to differentiate which issues are critical to overall organisation drivers and which are not; ability to solve complex functional issues which cross-organizational boundaries; ability to liaise and negotiate. Ability to operate within the software development lifecycle and to engage team members and partners through the various activities in this cycle. This will include negotiation, briefings and developing, reviewing and discussing Functional & Technical Designs, Test Scripts/scenarios, etc. Advanced application software skills including Microsoft Office tools to prepare presentations, spreadsheets, word processing, and project management. Basic SQL knowledge with the ability to develop and execute low-medium complexity queries, in the context of Oracle applications. Sound experience using Oracle Online Support (the online support 'tool' for customers using Oracle technology and applications).

Behavioural

Effective management skills including time and task management, development of project plans, project briefs, status reports, etc. and capable of working independently and within a team environment in order to meet deadlines. Capability to guide and coordinate the work of external collaborators, general service staff or young professionals. Excellent verbal and written communication skills. Ability to work in a multicultural environment and to demonstrate gender sensitive and non-discriminatory behaviour and attitudes

Conditions of employment

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules. Any offer of employment with the ILO is conditional upon certification by the ILO Medical Adviser that the person concerned is medically fit to perform the specific inherent requirements of the position offered. In order to confirm an offer from the ILO the successful candidate will be required to undergo a medical examination.
- The first contract will be issued for a twenty-four month period.
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

For more information on conditions of employment, please visit: <https://jobs.ilo.org/content/International/>

Important Information

Any officials of the General Service category interested in applying to this position are hereby informed that, if selected, they will be offered the salary and allowances applicable to the grade of the position applied for, which may result in substantial changes in their take-home remuneration. In accordance with Article 3.4 of the Staff Regulations, the salary of an official, upon promotion, shall in no case be greater than the maximum salary of the grade to which he or she was promoted. For any questions or clarifications, please contact your HR partner at hrpartner@ilo.org

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit the ILO Jobs website at <https://jobs.ilo.org/>. The system provides instructions for online application procedures.

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place during the 3 to 4 months following the application deadline. Candidates are requested to ensure their availability should they be short listed for further consideration.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc. for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

Fraud warning

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Ethics Officer



**International
Labour
Organization**

Grade: P5

Vacancy no.: RAPS/2/2021/DGREPORT/01

Publication date: 18 August 2021

Application deadline (midnight Geneva time): 20 September 2021

Job ID: 6575

Department: CABINET

Organization Unit: CABINET

Location: Geneva

Contract type: Fixed Term

The following are eligible to apply:

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

Staff members with at least five years of continuous service with the Office are encouraged to apply.

Applications from officials who have reached their age of retirement as defined in Article II.3 of the Staff Regulations on or before 31 December 2017, or who have already separated from ILO service upon retirement or early retirement, will not be considered.

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.

The ILO welcomes applicants with experience in working within ILO constituents (governments, employers' and business membership organizations, and workers' organizations).

Applicants from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future would be particularly welcome. A list of these countries can be found here: <https://jobs.ilo.org/content/Non--and-under-represented-member-States/>

In addition to the interviews and tests that any candidate may be required to take, successful completion of the ILO Assessment Centre is required for all external candidates and any internal candidate applying to a higher category.

Notwithstanding the general considerations set out in the ILO Staff Regulations, this vacancy announcement is the only authoritative document pertaining to the qualifications required for this position. The minimum required qualifications were determined in view of the specific duties and responsibilities of this position.

The specific language requirements for this position are detailed hereunder. However, candidates applying for the professional category vacancies who have not already successfully completed their probationary period within the ILO and whose mother tongue is not one of the working languages of the Office (English, French and Spanish), shall be required to possess a fully satisfactory working knowledge of at least one of the ILO working languages. If appointed they may be required to acquire a knowledge of a second working language of the Office during their initial years of service.

Introduction

The International Labour Organization is the United Nations specialized agency promoting decent work and social justice. With its unique tripartite governance structure comprised of governments and employers and workers' organizations, the ILO supports its constituents across regions in advancing the ILO Decent Work Agenda as a part of the UN system's efforts towards the realization of 2030 Agenda for Sustainable Development.

The International Labour Office, which is the ILO's Secretariat with over 3,000 staff members, services the Organization's governance bodies and executes its programmatic activities and interventions under the leadership of the Director-General. Service in the ILO is subject to highest standards of conduct and integrity, as called for under the ILO Constitution, the Staff Regulations, the Standards of Conduct for the International Civil Service issued by the International Civil Service Commission (ICSC) and the Principles of Conduct for Staff of the International Labour Office.

As an integral part of the ILO accountability framework, the Ethics Officer heads the ILO Ethics Office and provides overall leadership, vision and strategy for the ILO's ethics programmes, activities and interventions, including for the International Training Centre of the ILO in Turin, which aim at ensuring that value-based and ethical decision-making is central to the ILO institutional culture. The Ethics Officer is responsible for developing and implementing continuous action to foster a culture of ethics, transparency and accountability, ensuring that each official understands and observes ILO core values and the highest standards of conduct and integrity, and advises on their practical implementation. In carrying out the function's responsibilities, the Ethics Officer works in close collaboration with other functions and units under the accountability framework, including the Human Resources Development Department (HRD), the Office of Internal Audit and Oversight (IAO), the Office of the Legal Adviser, the Senior Risk Officer and the Mediator. Reporting directly to the Director-General, the Ethics Officer is independent of any other official or unit. The Ethics Officer is invited to meetings of the ILO Global Management team when ethics and integrity related issues are on its agenda, and has, unrestricted and confidential access to the Independent Oversight Advisory Committee (IOAC), which is a subsidiary body of the ILO Governing Body.

Specific Duties

1. Provide advice to the Director-General, managers and staff on the ethical standards of the Organization and provide guidance in confidence on their implementation, including as regards conflicts of interest. Foster trust, encourage access to the Ethics Office and reinforce the confidentiality of matters brought to the attention of the Ethics Office.
2. Lead the design, development and implementation of an effective ILO ethics programme. Manage its activities and resources and ensure the timely submission of reports to the Director General. Formulate, revise, and disseminate ethics related policies, in accordance with the common standards of conduct prescribed for all United Nations personnel and relevant ILO rules and regulations.
3. Advocate and promote a culture of ethics and integrity in the ILO and ensure that expected ethical standards and behaviour are clearly understood by staff and management and external entities. Develop and implement communication, outreach, knowledge and training programmes and strategies in order to increase awareness on ethical issues and to positively impact the behaviour and conduct of multiple internal and external stakeholders.
4. Represent the ILO in the Ethics Network of Multilateral Organizations, act as ILO Focal Point for the implementation of the UN inter-agency action plan on the prevention of sexual exploitation and abuse (SEA) and participate in related inter-agency working groups and activities with a view to facilitating harmonized approaches, promoting accountability and system-wide learning and knowledge and experience sharing.
5. Lead and facilitate initiatives to build, foster and maintain respectful workplace environments, in collaboration with ILO units and functions responsible for addressing misconduct, inter-personal conflicts, workplace safety and staff welfare.
6. Plan and direct research concerning ethics and integrity in the ILO. Analyse issues and trends on related policy and practice and their implications for the ILO. Present findings and make recommendations to the Director-General to ensure ethical risk mitigation.
7. Receive complaints against retaliation and address them in accordance with ILO's policy on protection from retaliation.
8. Administer the ILO's financial disclosure programme ensuring understanding of and full compliance with the financial disclosure requirements and objectives.

9. Perform other relevant duties as assigned.

Required qualifications

Education

Advanced university degree in law, ethics, public administration, audit and compliance, international studies or other relevant field. A first level university degree in a relevant field with two years' additional relevant experience will be accepted in lieu of an advanced university degree.

Experience

A minimum of ten years of relevant professional experience in ethics, legal, compliance, or other related areas, including proven experience with ethics-related issues, and in a governmental or public sector organization. Experience at the international level is required.

Languages

Excellent command of two official languages (English, French or Spanish) of the Organization. A working knowledge of a third official language will be considered as an advantage.

Competencies

In addition to the ILO core competencies, this position requires:

Technical

Knowledge of current private and public sector best practices relating to corporate ethics and business conduct/practice. Proven technical knowledge and experience to identify and analyse ethical issues, including but not limited to conflicts of interest. Ability to coordinate and lead research activities. Ability to formulate opinions on ethics-related questions in areas where practices or precedents do not exist or are of a conflicting nature. Ability to provide authoritative advice to colleagues and internal/external counterparts and lead meetings. Excellent verbal and written communication skills with the ability to present complex information in a clear, effective and impactful manner to reach and influence diverse audiences. High standards of ethics and values, impeccable integrity, and confidentiality, tact and discretion. Excellent negotiation and interpersonal skills with the ability to facilitate discussions and bring a consensus view. Strong project management and time management skills with the ability to balance multiple projects concurrently.

Behavioural

Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Conditions of employment

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules. Any offer of employment with the ILO is conditional upon certification by the ILO Medical Adviser that the person concerned is medically fit to perform the specific inherent requirements of the position offered. In order to confirm an offer from the ILO the successful candidate will be required to undergo a medical examination.
- The first contract will be issued for a twenty-four month period.
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

For more information on conditions of employment, please visit: <https://jobs.ilo.org/content/International/>

Important Information

Any officials of the General Service category interested in applying to this position are hereby informed that, if selected, they will be offered the salary and allowances applicable to the grade of the position applied for, which may result in substantial changes in their take-home remuneration. In accordance with Article 3.4 of the Staff Regulations, the salary

of an official, upon promotion, shall in no case be greater than the maximum salary of the grade to which he or she was promoted. For any questions or clarifications, please contact your HR partner at hrpartner@ilo.org

Recruitment process

Please note that all candidates must complete an on-line application form. To apply, please visit the ILO Jobs website at <https://jobs.ilo.org/>. The system provides instructions for online application procedures.

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place during the 3 to 4 months following the application deadline. Candidates are requested to ensure their availability should they be short-listed for further consideration.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc. for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

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Senior Translator/Reviser (French)



**International
Labour
Organization**

Grade: P4

Vacancy no.: RAPS/2/2021/RELMEETINGS/01

Publication date: 18 August 2021

Application deadline (midnight Geneva time): 20 September 2021

Job ID: 6559

Department: RELMEETINGS

Organization Unit: OFFDOC/F

Location: Geneva

Contract type: Fixed Term

The following are eligible to apply:

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

Staff members with at least five years of continuous service with the Office are encouraged to apply.

Applications from officials who have reached their age of retirement as defined in Article 11.3 of the Staff Regulations on or before 31 December 2017, or who have already separated from ILO service upon retirement or early retirement, will not be considered.

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.

The ILO welcomes applicants with experience in working within ILO constituents (governments, employers' and business membership organizations, and workers' organizations).

Applicants from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future would be particularly welcome. A list of these countries can be found here: <https://jobs.ilo.org/content/Non--and-under-represented-member-States/>

In addition to the interviews and tests that any candidate may be required to take, successful completion of the ILO Assessment Centre is required for all external candidates and any internal candidate applying to a higher category.

Notwithstanding the general considerations set out in the ILO Staff Regulations, this vacancy announcement is the only authoritative document pertaining to the qualifications required for this position. The minimum required qualifications were determined in view of the specific duties and responsibilities of this position.

The specific language requirements for this position are detailed hereunder. However, candidates applying for the professional category vacancies who have not already successfully completed their probationary period within the ILO and whose mother tongue is not one of the working languages of the Office (English, French and Spanish), shall be required to possess a fully satisfactory working knowledge of at least one of the ILO working languages. If appointed they may be required to acquire a knowledge of a second working language of the Office during their initial years of service.

Introduction

The position of Senior Translator/Reviser is located in the Official Documents French Translation Unit of the Official Meetings, Documentation and Relations Department (RJD/MEETINGS).

The Official Documents French Translation Unit is responsible for translating all official ILO documents into French (primarily from English and Spanish), including those submitted to the International Labour Conference, the Governing Body, and regional and sectoral meetings, as well as documents produced by the Office of the Director-General. The Unit is also responsible for the editing and formatting of these documents.

The incumbent will report to the Head of the Official Documents French Translation Unit.

Specific Duties

1. Translate or revise texts on the wide range of technical subject areas dealt with by the Organization, as well as administrative, financial or legal documents, which may be particularly sensitive or complex.
2. Guide and train translators (staff and external collaborators) with a view to refining their skills, and coordinate some translation work carried out as a team. Follow up and make recommendations to the Head of the Unit on the quality of work.
3. Participate in major ILO meetings (including the International Labour Conference, Governing Body, and regional and sectoral meetings) as a team leader, reviser or translator, both at headquarters and in the field and, in such instances, take on a heavy workload and meet tight deadlines.
4. Liaise with author units and other units involved in the production of documents, including with colleagues from other language units, to ensure the concordance of all language versions. Conduct supplementary research to solve problems related to terminology and meaning, and consult with substantive units regarding possible inconsistencies or errors in the original text.
5. Keep abreast of developments in the area of CATT (computer-assisted translation and terminology) tools with a view to promoting their use internally.
6. Edit original versions drafted in French in order to establish the master text to be followed by other language sections, where appropriate.
7. Perform other relevant duties as assigned.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

Generic Duties

1. Revise in the target language from two or more languages translations prepared by other staff and by external translators.
2. Translate, from two languages, and self-revise especially complex and technical texts for issue without further revision.
3. Edit texts in the target language to ensure a style of presentation in conformity with ILO standards.
4. Produce versions in the target language which are, in terms of accuracy, completeness, meaning and style, the equivalent of the original text.
5. Carry out linguistic research and prepare terminological bulletins, glossaries and other reference tools.
6. The incumbent may be requested to organize and coordinate the work of other translators from the same language unit, monitor the progress of work in relation to an agreed schedule or coordinate work for simultaneous issue, before or during a meeting.

Required qualifications

Education

Advanced university degree in languages or some other relevant field, or the equivalent in experience.

Experience

At least seven years of professional translation experience and at least three years at the international level as a Reviser or self-revised Translator. Experience in using CATT tools.

Languages

Excellent command of French and in-depth knowledge of English and Spanish. Good knowledge of other working languages of the Organization (Arabic, Chinese, German, Russian) would be an asset.

Competencies

In addition to the ILO core competencies, this position requires:

Technical competencies: Ability to use the most appropriate range of vocabulary and professional, scientific and technical concepts and terms. A high degree of knowledge and understanding of a wide range of subjects. Excellent translation skills and excellent drafting ability in the mother tongue of the incumbent. Proven revision ability. Good knowledge of the subject matter dealt with by the Organization. Ability to plan and organize work. Ability to present information in readily understandable forms. Computer literacy, including the ability to use word processing and database software, as well as computer-based terminology and information tools. Ability to guide and train lower level staff. Ability to communicate effectively both orally and in writing. Ability to work independently and as a member of a team. Familiarity with research techniques for translators and the ability to harness online resources efficiently.

Behavioural competencies: Ability to work quickly, accurately and calmly under time constraints. Tenacity. Excellent interpersonal skills. Willingness to share knowledge and information. Ability to motivate a team. Ability to promote harmonious working relations. Active interest in new developments in the translation and terminology fields and commitment to continuous learning and developing new skills. Active interest in CATT tools and willingness to use them in a flexible and rational manner. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Conditions of employment

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- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

For more information on conditions of employment, please visit: <https://jobs.ilo.org/content/International/>

Important Information

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Recruitment process

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In order to receive ILO Job Alerts, you first need to create an account.

How to create an account

From the [ILO Jobs home page](#), click on the **Sign Up Now** button to create an account.



Complete the mandatory fields (such as email address, name, password for future access). Please note you will need to select your **Country/Territory of residence (for example Switzerland)**, then click on the statement to read it and click the **Accept** button. If you do not do this, you cannot create an account.

*Country / Territory of residence - Select -

- Notifications: Receive selected Job Alerts
 Receive other information from the ILO about job opportunities

*Data privacy statement [You must read and accept the data privacy statement to create an account](#)



with the ILO Rules on Data Protection. We are committed to treating your data with security, respect and confidentiality.

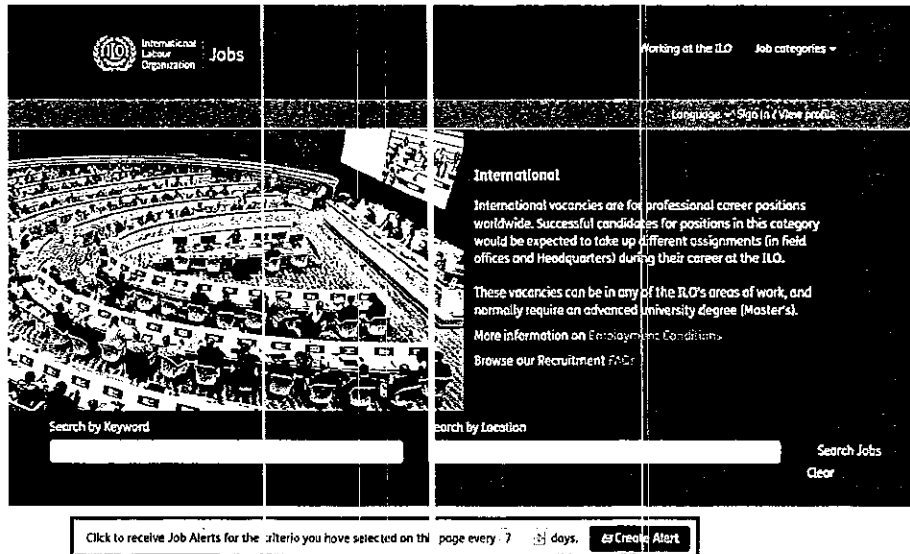




Job Alerts

To create a Job Alert: once you have created your account in ILO Jobs, the easiest way to create a Job Alert is to go to one of the Job category pages and to create an alert for that Job category. Professional-level vacancies can be found under the "International" and "Development Cooperation" categories.

From the Job category page, click on the Create Alert button under the search bar. You can also choose how often to receive Job Alerts.



To delete a Job Alert: log into ILO Jobs and you will see the Candidate Profile page. Click on Options, then Job Alerts. You will then be able to manage and delete your Job Alerts.

