**INTERNATIONAL LABOUR ORGANIZATION**

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| **Title:** | **Project Assistant – two positions** |
| **Grade:** | **GS6 – local recruitment** |
| **Contract type:** | **Fixed-Term Appointment** |
| **Source of funding** | **RER/17/01/LUK Partnerships for youth employment in the Commonwealth of Independent States, Phase 2** |
| **Application deadline:** | **26 November 2017** |
| **Organization Unit:** | **DWT/CO-Moscow** |
| **Duty Station:** | **Moscow, Russian Federation** |

*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.*

**Background**

In the recent years, the CIS region has been experiencing high levels of youth unemployment. Economic recovery from the crisis has been slow in the region and the uncertain outlook in the global economy raises concerns about the ability of the region to address the crisis consequences and create sufficient quality employment opportunities for young people entering the labour market.

In response to the challenges, the ILO is launching a project Partnerships for Youth Employment in the Commonwealth of Independent States phase II (2018-2022) with the financial support of the Russian oil company LUKOIL. It aims at improving the effectiveness of youth employment policies and programmes in ten countries of Eastern Europe and Central Asia to support creation of decent jobs for young people within a comprehensive employment policy framework. The project builds on the successful outcomes of a previous public-private partnership with LUKOIL during 2013-2017.

The project implementation strategy will rely on strengthening the capacity of policy-makers and practitioners to design, implement, evaluate and update evidence-based and gender sensitive policies, programmes and approaches to youth employment, and on delivering and disseminating results through existing partnerships and strategic alliances. The capacity building will ensure that the work done during the project life becomes sustainable and is replicated in a long run. The involvement of public institutions, social partners and other actors will help create synergies and replicate effective delivery models across the national contexts.

**General accountability / Reporting lines**

The Project Assistant will provide programme and administrative support to the activities under the development cooperation project.

The incumbent will be supervised by the Project Manager.

The Director of DWT/CO-Moscow is the Responsible Chief of the incumbent.

**Duties and responsibilities**

*These duties will be carried out in compliance with the ILO rules and regulations:*

1. Organize data and information, prepare and maintain records, documents and control systems for the project.

2. Prepare background information for use in work plan and budget preparations and discussions.

3. Search for and prepare briefing materials for the supervisor for use on official trips, special meetings and for action. Collect, solicit and coordinate briefing materials for the supervisor’s missions and meetings.

4. Carry out specific administrative operational/control tasks for project.

5. Participate in the organization and preparation of meetings and make all administrative arrangements and facilities for conducting workshops and seminars.

6. Prepare, on own initiative, correspondence, reports, evaluations and justifications as required on general administrative or program tasks (which may be of a confidential nature), attach necessary background information, maintain follow up system, and draw attention of the supervisors to matters requiring immediate and/or personal attention.

7. Assist in the preparation of the administrative reports and documents such as project budgets and maintain administrative records.

8. Provide programming support in the implementation of the project.

9. Help the Project Manager to monitor progress of project activities by verifying the budgets and the financial reports as well as monitor the delivery rate.

10. Upon instructions of the Project Manager, administer the project budget in the financial system and monitor the financial management of project activities, External Collaboration and other contracts, review financial progress and final reports, analyze relevant resources and activities.

11. Prepare payment requests and keep the records of expenditures.

12. Maintain a reference system for the project related documents and reports.

13. Assist with office management and administrative support services. Participate in discussions of new or revised procedures and practices, and interpret and assess the impact of change. Provide interpretation of administrative rules, regulations and procedures.

14. Maintain policy, confidential and general administrative files.

15. Maintain contacts and perform liaison duties with concerned officials in DWT/CO Moscow and relevant HQ departments.

16. Carry responsibility for the requisition of project supplies and equipment, and arrange for control of distribution and maintenance of inventory records.

17. Perform other duties related to administrative and programme assistance as assigned by the supervisor or Responsible Chief.

**Qualifications Required**

**Education**: Completion of secondary school education, supplemented by technical or university level courses in a field related to the work.

**Experience**: Six years of progressively responsible clerical or administrative work, of which at least one year in programming support activities.

**Languages**: Excellent knowledge of Russian and English.

**Competencies**:

Specific competencies include: Good knowledge of the purpose and functions of the technical cooperation programme and the other offices and sectors interacting with the programme; Knowledge of technical data and good administrative skills to provide programming support; Good knowledge of programming, implementation and evaluation principles, practices and procedures; Ability to work with word processing and spreadsheet software, as well as computer software packages required for work; Ability to prepare preliminary reports and to draft correspondence. Good analytical skills; Ability to communicate effectively both orally and in writing; Ability to deal with a range of staff and to respond to their queries; Ability to work in a team and to work under pressure; Good organizational skills and excellent time management skills; Responsible behavior and attention to detail; Ability to work and communicate with people in a polite, courteous and cooperative manner; High standards of ethical conduct; must demonstrate honesty and integrity.

Core competencies include: Integrity and transparency; Sensitivity to diversity; Orientation to learning & knowledge sharing; Client orientation; Communication; Orientation to change; Takes responsibility for performance; Quality orientation; Collaboration.

APPLICANTS WILL BE CONTACTED DIRECTLY ONLY IF SELECTED FOR A WRITTEN TEST AND/OR AN INTERVIEW

CONDITIONS OF EMPLOYMENT

**Grade: GS6**

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| **Salary per annum** | **Russian Rouble** |
| Salary | Minimum | 1,234,392 |
| rising to  | Maximum | 1,789,872 |

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Please note that the above salary levels are determined according to the criteria established by the International Civil Service Commission. The ILO is international public sector employer and salary and other employment conditions are not negotiable.

**Recruitment is normally made at the initial step in the grade.**

Other allowances and benefits subject to specific terms of appointment:

· Children's allowance (Russian Rouble 35,468 net per annum per child subject to a maximum of six children);

· Pension and Health Insurance schemes;

· 30 working days' annual leave;

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**TO APPLY**

1) go to https://erecruit.ilo.org/public/index.asp

2) click on “Not registered? Registered here”

3) complete this page

4) click on “Submit this registration”

5) an e-mail confirming your registration will be sent to you

6) upon receipt, you can continue to complete the following pages of your CV

7) **please print all pages of the CV in pdf and send a pdf file to** **applicationsmoscow@ilo.org** **indicating the title of the vacancy “Project Assistant” in the subject of your email.**

8) In the email, please indicate how you have learned of this job opportunity

APPLICATIONS SHALL BE SUBMITTED IN ENGLISH

IN CASE OF QUESTIONS, PLEASE WRITE TO **applicationsmoscow@ilo.org**

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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.

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.

ILO has a smoke-free environment