

NOTICE OF VACANCY

Internal/external competition No. 1/2015

Date:	25 May 2015
Title:	Programme Officer, Multinational Enterprises and Global Supply Chains
Organization unit:	Sustainable Development Programme
Grade:	P.3
Contract duration:	One year, extension of the appointment subject to satisfactory performance
Duty station:	Turin/Italy
Deadline for submission:	25 June 2015

The Centre is an equal opportunity employer and values diversity among its staff. We welcome applications expressed by qualified women and men, including those with disabilities.

This vacancy is being filled by competition in accordance with Article 1.2(c) of the Staff Regulations of the Centre.

INTRODUCTION

The International Training Centre of the International Labour Organization (the Centre) is the training arm of the ILO, the Specialized Agency of the United Nations which promotes social justice and human rights in the world of work. The Centre delivers training, learning and capacity development services to governments, employers' and workers' organizations, and other national and international partners in support of decent work and sustainable development. Its mission is to be the leading global provider of learning and training for the world of work. For more information on the work of the Centre refer to www.itcilo.org.

Within the Centre, the Sustainable Development Programme (SDP) is one of the technical training programmes which contribute to the achievement of the Centre's mission and objectives in line with its Strategic Plan and results-based framework. The mission of SDP is to deliver institutional capacity building support for ILO constituents and other development stakeholders to promote the goal of job-rich growth in the framework of the post-2015 development agenda. Institutional capacity building support from SDP takes one of the following forms:

- **short standard courses** for practitioners open to a broad audience and lasting normally 1-2 weeks (on the campus in Turin or elsewhere);
- **Masters Programmes** lasting one year for professionals and recent university graduates, using a blended learning approach i.e. including distance-learning components, and offered in partnership with the University of Turin, other universities and international organizations (on the campus in Turin and via distance- learning).
- **tailor-made activities and large events** which are mostly in the form of customized short courses, but also conference-type learning events (Academies) and others, organised in response to specific demands (on the campus in Turin or elsewhere);
- **distance-learning courses** run through the Centre's electronic campus to provide access to flexible and innovative learning opportunities, while reducing environmental impact and minimizing costs;
- **capacity-building projects** and advisory services responding to specific requests, building institutional capacity beyond individual learning activities (e.g. building the capacity of training institutions).

The training and learning activities of SDP are grouped into four activity clusters and **Multinational Enterprises and Global Supply Chains** is one of these activity clusters.

Multinational enterprises (MNEs) have an increasingly important impact on socio-economic development through their investment decisions and through the global supply chains (GSCs) they govern. MNEs exercise control over where, how, and by whom, activities are carried out in complex and dispersed systems of sourcing, production, and distribution. Training and learning activities are focused on strategies and tools to analyse foreign direct investment (FDI) and GSCs through a Decent Work lens engaging with MNEs, governments, employers and workers' representatives, and other stakeholders in the promotion of sustainable business practices. The ILO [Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy \(MNE Declaration\)](#) provides important guidance for the activities of this cluster.

The Programme Officer reports to the Manager of SDP. This position demands the highest standards of integrity, respect for social, ethical and organizational norms and firm adherence to codes of conduct and ethical principles.

DESCRIPTION OF DUTIES

Under the supervision and guidance of the Manager of SDP, the Programme Officer will contribute to the establishment and consolidation of a portfolio of training and learning activities linked to the activity cluster on Multinational Enterprises and Global Supply Chains. He/she is responsible for:

- analyzing overall changes and trends in the area of multinational enterprises and global supply chains within the context of priorities set by the ILO and the wider post-2015 development agenda;
- advising the Manager on developments pertaining to multinational enterprises and global supply chains;
- formulating, developing and implementing/delivering learning and training activities to promote sustainable business practices along global supply chains, taking a people-centered and rights-based approach to sustainable development;
- delivering training and learning activities of other activity clusters of SDP, including Public Procurement;
- ensuring the integration and coordination of the activity cluster with other three SDP activity clusters and with the activities of other technical training programmes;

- assessing the demand for learning and training in these areas with a view to developing new products, including development of the e-Campus;
- mobilizing financial resources through preparing technical proposals for submission to potential sponsors;
- testing new curricula, developing, proposing new training projects and activities;
- marketing the training portfolio including selecting and participating in relevant promotional activities;
- liaising with technical departments and field specialists in ILO headquarters and ILO field offices about capacity building support needs of ILO constituents and other ILO stakeholders in the field of expertise;
- ensuring the technical quality of training activities, and validating existing approaches through monitoring and evaluation;
- guiding and supervising the work of external collaborators;
- undertaking such other duties as may be required by the Manager.

QUALIFICATIONS REQUIRED

Education

Advanced university degree in business administration, economics, development administration and planning, law or another relevant field; a specialization in global supply chain management is considered an advantage.

Experience

At least five years of progressively responsible professional experience, of which two years at the international level, in the organization, management and delivery of training and learning activities linked to the promotion of sustainable business practices through FDI and along global supply chains or other related areas.

Work experience in the private sector, including corporate social responsibility, workplace compliance, labor standards and collective bargaining, and/or in procurement management is considered an additional asset.

Thematic expertise in one of the following areas is considered an advantage: supply chain mapping, responsible business practices, promotion of employment through supplier linkages, development and local content procurement strategies, procurement management, or CSR initiatives.

Languages

Excellent knowledge of English (including presentation and writing skills) and working proficiency in one of the following languages is required: French, Spanish, Portuguese, Arabic or Chinese. Fluency in another of these languages and/or Italian is considered an advantage.

Core competencies

- *Adaptability*: ability to adapt to major changes in work tasks or in the work environment.
- *Client Service*: ability to meet in-house and external needs effectively.
- *Collaboration*: ability to develop and use collaborative relationships to achieve 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 organisational 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 and judgement/problem-solving.
- *Managing work*: ability to manage one's time and resources effectively to ensure that work is completed efficiently.

Technical competencies

- Good knowledge of supply chain management, particularly from a Decent Work perspective.
- Excellent training skills, including knowledge of participatory and action-oriented training methods and tools.
- Excellent writing skills, including report writing skills, and experience in drafting project proposals in the field of expertise.
- Full competence in using standard computer applications, particularly word processors and databases.

WRITTEN EXAMINATION AND INTERVIEW

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

APPLICATIONS

How to apply

Applications will only be accepted on the Centre's personal history form available at:
<http://www.itcilo.org/en/the-centre/about-us/job-opportunities>

The application form and a motivation letter should be emailed to: vacancies@itcilo.org

The deadline for receipt of applications is 25 June 2015. No applications will be accepted after that date. Receipt of applications cannot be acknowledged individually. Applicants will be contacted only if their candidature is under serious consideration.

Conditions of employment are described in Annex I. Depending on his/her qualifications and relevant experience, the candidate may be initially recruited at a grade lower than that of the position.

APPENDIX I

CONDITIONS OF EMPLOYMENT (Grade P. 3)

Any appointment/extension of appointment is subject to the Staff Regulations and other relevant internal rules.

Appointments are of fixed-term duration. The first contract is for a twelve-month period.

A successful external candidate will be on probation for the first year of assignment.

Any extension of contract beyond the probationary period is subject to satisfactory conduct and performance.

Recruitment is normally made at the initial step in the grade P.3.

Salary and post adjustment (with dependants)	US \$ (per year)	
Salary	Minimum	60,813
rising by annual increments to	Maximum	81,489
Post adjustment for Turin (subject to change)	Minimum	24,386
	Maximum	32,677
Salary and post adjustment (without dependants)		
Salary	Minimum	56,766
rising by annual increments to	Maximum	75,759
Post adjustment for Turin (subject to change)	Minimum	22,763
	Maximum	30,379

Other allowances and benefits subject to specific terms of appointment

Children's allowance
Children's education grant
Pension and health insurance schemes
30 working days annual leave
Assignment grant
Entitlement to removal expenses (or an allowance in lieu of this entitlement)
Repatriation grant
Home-leave travel with eligible dependants every two years
Rental subsidy
Privileges and immunities granted by the Italian Government

Salaries and emoluments are exempt from taxation by the Italian authorities and so, on the basis of the international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed.

While the successful candidate will be initially working in Turin, he/she may be assigned to any duty station designated by the Director.