



Vacancy No: RAPS/3/2013/AR/01

Date: 25 September 2013

Title: Senior Specialist in International Labour Standards and Labour Law

Application Deadline (midnight Geneva time) **27 October 2013**

Grade: P.5

Organization unit: DWT-BEIRUT

Contract type: Fixed-Term Appointment

Duty Station: Beirut, Lebanon

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 15 and 16 of Annex I of the Staff Regulations.
- External candidates.

Other staff members with at least five years of continuous service with the Office are encouraged to apply and will be given special consideration at the screening and evaluation stage.

Within the context of the ILO's efforts to promote staff mobility, applicants should expect to take up different assignments (field and Headquarters) during their career. The desirable length of the assignment in this specific position is three to five years, following which period the incumbent should be willing to move to another assignment and/or duty station.

The ILO values diversity among its staff and aims at achieving gender parity. We welcome applications from qualified women and men, including those with disabilities.

Applications from qualified candidates 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 is in Appendix I.

Conditions of employment are described in Appendix II.

INTRODUCTION

The position is located in the Decent Work Technical Support Team for the Arab States (DWT-Beirut). The DWT-Beirut is part of the Regional Office for the Arab States (ROAS). The Senior Specialist will provide technical advisory services to ILO constituents in the field of international labour standards and labour law. The incumbent will work in close collaboration with DWT-Beirut technical specialists and other ROAS staff, the International Labour Standards Department and the Governance and Tripartism Department at ILO Headquarters, local counterparts and UN bodies in the region on issues pertaining to labour legislation and the ratification and application of Conventions, including ensuring integration of standard-related issues into ILO technical cooperation activities. The Senior Specialist will also work directly with colleagues who are responsible for worker's and employer's issues on the legal and practical aspects of social dialogue. The position reports to the Director of DWT-Beirut.

Description of Duties

Specific duties

1. Advise governments in all matters relating to the carrying out of their obligations under the ratified

Conventions or under the ILO Constitution in respect of international labour standards. This includes: assisting governments and the social partners with reporting obligations and procedures with respect to ratified Conventions as well as with unratified Conventions and Recommendations; providing technical advice and assistance on procedures relating to international labour Conventions and Recommendations; reporting requirements and on implementation issues taking into account the comments of the ILO supervisory bodies; providing advice concerning the procedures for the ratification of international labour Conventions and on the various complaint procedures under the ILO Constitution; and promoting and supporting social dialogue in matters relating to standards, in particular the establishment of procedures for tripartite consultations on standards-related issues in accordance with Tripartite Consultation (International Labour Standards) Convention, 1976 (No.144).

2. Contribute to formulation and implementation of programmes and policies adopted by the ILO, including with respect to the agenda of the International Labour Conference in relation to the setting and supervision of international labour standards.

3. Conduct research and analytical work in the field of international labour standards and labour law. Analyze draft labour legislation submitted by governments for the ILO for comments. Providing advice and assistance to workers' and employers' organizations on existing and proposed labour legislation.

4. Establish and maintain close relations with employers' and workers' organizations, informing and advising them in matters relating to ILO standards and procedures. Provide advice to promote systems of collective bargaining and labour dispute settlement and on matters arising under the special complaints procedures in cases of alleged violations of trade union rights.

5. Provide technical support on standard-related matters to tripartite committees established by the Governing Body or commissions of inquiry to examine alleged infringements of ratified Conventions.

6. Participate as an expert/adviser in the various committees or other official meetings dealing with legal issues or international labour standards, including preparing background materials and documents, drafting records of meetings and reports, etc. Provide regular reports concerning work carried out in the countries covered by Regional Office as inputs for the work of the Committee of Experts on the Applications of Conventions and Recommendations.

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

1. Coordinate supervisory work on a group of Conventions. This includes revising and supervising the work of professional officials, particularly on the examination of reports by governments on the application of standards and/or complaints of violations of freedom of association, and preparation of draft comments for high-level committees and/or groups of experts.

2. Coordinate substantive research on policy questions or on questions of an analytic and international comparative nature on a wide range of issues for publications or for consideration by the Governing Body or International Labour Conference.

3. Draft and revise studies and publications in areas of expertise; participates as an expert in technical meetings and seminars in the ILO and other organisations; draft informal interpretations of Conventions; advise and collaborate with technical branches.

4. Collaborate with the supervisor in consideration of policy matters and the organization and execution of the work unit's programme in general.

5. Organize and coordinate the technical and administrative support to special tripartite committees established by the Governing Body or commissions of inquiry to examine alleged infringements of ratified Conventions.

6. Represent the work unit as a technical expert on international labour standards, international labour law or labour relations on missions and at external meetings. Undertake high-level policy missions. Supervise the

preparation of meetings and the finalisation of documents and reports of such meetings. Direct seminars and study courses.

7. Plan and organize technical advisory and promotional activities.

8. Serve as representative of the Director-General or an expert in conference committees or other official meetings.

Required Qualifications

Education

Advanced degree in law.

Experience

Minimum of ten years' national plus three years of international experience or at least ten years international experience.

Languages

Excellent command of English. Knowledge of Arabic would be an advantage. Knowledge of French would also be an advantage.

Competencies

Technical competencies

Ability to: coordinate and lead research activities of a work unit; ability to formulate opinions on legal questions in areas where practices or precedents do not exist or are of a conflicting nature; ability to provide authoritative advice to colleagues and constituents and lead meetings; tact and discretion.

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

Behavioural competencies

The ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.

Additional Information:

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews are expected to take place between November 2013 and January 2014. Candidates are requested to ensure their availability should they be short listed for further consideration.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

APPENDIX I

Angola	Antigua and Barbuda	Armenia	Austria	Azerbaijan
Bahamas	Bahrain	Bangladesh	Barbados	Belize
Botswana	Brunei Darussalam	Cambodia	Cape Verde	China
Congo	Cyprus	Democratic Republic of Timor-Leste	Equatorial Guinea	Eritrea
Gabon	Gambia	Georgia	Grenada	Guatemala
Guyana	Iceland	Iraq	Japan	Kazakhstan
Kiribati	Kuwait	Kyrgyzstan	Latvia	Liberia

Libya	Maldives	Malta	Marshall Islands	Mexico
Montenegro	Mozambique	Namibia	Nicaragua	Oman
Palau	Papua New Guinea	Paraguay	Poland	Qatar
Republic of Korea	Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines	Samoa
San Marino	Saudi Arabia	Seychelles	Slovakia	Solomon Islands
Somalia	South Sudan, Republic of	Swaziland	Syrian Arab Republic	Tajikistan
Togo	Turkmenistan	Tuvalu	United Arab Emirates	United States of America
Uzbekistan	Vanuatu	Viet Nam	Yemen	

APPENDIX II CONDITIONS OF EMPLOYMENT

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules.
- The first contract will be issued for a twelve-month period (for Geneva-based positions) and a twenty-four month period (for non Geneva-based positions)
- 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.

Grade: P.5

Salary and post adjustment (with dependants)		US\$
Salary	Minimum	86904
	rising to	
	Maximum	106510
	Post adjustment for Beirut	
	Minimum	48231
	Maximum	59113
Salary and post adjustment (without dependants)		US\$
Salary	Minimum	80734
	Maximum	97981
	Post adjustment for Beirut	
	Minimum	44807
	Maximum	54379

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.

Other allowances and benefits subject to specific terms of appointment:

- Children's allowance (except for the first child if the dependent rate of salary is paid in respect of that child);
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Assignment Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant;
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

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

Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of 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 in accordance with

an ILO document which will be supplied upon request.

While the successful candidate will be initially working in Beirut, he/she may be assigned to any duty station designated by the Director-General of the ILO.

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: erecruit.ilo.org. The system provides instructions for online application procedures.

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.

Currently accepting applications



ILO has a smoke-free environment