



Vacancy No: RAPS/3/2016/AF/03

Date: 29 September 2016

Title: Labour Law and Labour Standards Specialist

Application Deadline (midnight Geneva time) 1 November 2016

Grade: P.4

Organization unit: DWT/CO - Cairo

Contract type: Fixed-term Appointment

Duty Station: Cairo, Egypt

General introduction

The following are eligible to apply:

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

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.

In accordance with the Staff Regulations and letters of appointment, successful candidates for positions in the Professional category would be expected to take up different assignments (field and Headquarters) during their career, the desirable length of an assignment in any specific position being two to five years, following which the incumbent should be willing to move to another assignment and/or duty station.

Within the context of the Office's renewed efforts to promote mobility, staff members seeking mobility are encouraged to apply to vacancies. Mobility will be given special consideration at the screening and evaluation stages.

The ILO values diversity among its staff. We welcome applicants from qualified women and men, including those with disabilities. If you are unable to complete our online application form due to a disability, please send an email to erecruit@ilo.org.

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.

Successful completion of the Assessment Centre is required for all external candidates.

Conditions of employment are described in Appendix II.

INTRODUCTION

The position is located in the Decent Work Team (DWT) Cairo Office for North Africa and ILO Country office for Egypt, Eritrea, Sudan and South Sudan. DWTs provide high quality, timely and integrated technical support to country offices in the design and implementation of Decent Work Country Programmes (DWCP) in response to their requests within the framework of outcome-based work plans. This support includes technical and policy advice, information and analyses.

The Specialist will work in close coordination with the Country Office Director of Algiers and with the Labour Standards

Department and the Governance and Tripartism Department at Headquarters, and in collaboration with the Specialist responsible for the workers and employers organization who will take into account legal and practical aspects of International Labour Standards, aiming at strengthening and improving their application and dissemination at all levels. The Specialist may be required to prepare or review draft labour laws for the countries covered by the DWT and their relation with international labour standards and good comparative labour law and practice, as well as to participate in regional activities or studies related to labour standards and comparative labour law and labour relations, as required by the Regional Office in response to regional needs and priorities.

The position reports to the Director of DWT/CO-Cairo. Technical oversight and advice will be provided by the International Labour Standards Department at Headquarters. The Governance and Tripartism Department will also provide technical advice.

Description of Duties

Specific Duties

1. Conduct research on legal frameworks, institutions and practices that may be useful for sound labour market governance and the promotion of mature social dialogue and negotiations.
2. Take responsibility in policy formulation and give advice to ILO constituents on issues regarding the application of international labour standards and the strengthening of labour relations practices and institutions, including through the promotion of technical cooperation activities.
3. Ensure that governments accomplish on a timely basis their obligations in terms of presentation of periodic reports, in accordance with article 19 and 22 of the Constitution, and follow up adequately the comments of different ILO supervisory bodies, such as the Committee of Experts on the Application of Conventions and Recommendations, the Conference Committee on the Application of Standards, and the Committee of Freedom of Association.
4. Provide regular reports concerning work carried out in the countries covered by the Decent Work Team as inputs for the work of the Committee of Experts on the Applications of Conventions and Recommendations.
5. Collaborate with ILO specialists to advise on labour law reform and prepare coordinated comments on draft laws based on international labour standards and comparative labour law and practice, in close coordination with Headquarters.
6. Advise ILO constituents on the application of labour law and collective agreements as an effective means to attaining the Organization's decent work and social justice goals, taking into account ILO standards and adequate practices at the international level.
7. Establish and maintain close relations with employers' and workers' organizations, informing and advising them on matters related to ILO International Labour Standards, national labour law reform and labour relations.
8. Participate as an expert/adviser in the various committees or other official meetings dealing with legal and labour relations issues, including preparing background material and documents, drafting records of meetings and reports, etc.
9. Design, implement and evaluate technical cooperation projects to support the application of international labour standards and the promotion of sound labour relations.

These specific duties are aligned with the relevant ILO generic job description, which includes the following 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 specialised 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 preconference work, including drafting committees. Represent the Office at meetings of other international organisations.
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 university degree in law.

Experience

Minimum of eight years' practical experience at the national level or at least six years at the international level. Proven experience and knowledge of ILO procedures for the adoption of international labour standards, the supervision of their application and the practice of ILO supervisory bodies. Experience in fundamental labour rights, labour relations systems, institutions and procedures of social dialogue. Practical experience and proven ability to work in close collaboration with social partners and government representatives. Project management experience.

Languages

Excellent command of English and/or French and working knowledge of the other language. Good knowledge of Arabic would be an advantage.

Competencies

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

Technical competencies

Ability to perform tasks in accordance with instructions and guidelines; ability to make use of analytical, and technical qualitative and quantitative tools; ability to conceptualize, plan, coordinate and direct investigations; good knowledge of information technology. Capacity to participate effectively in technical missions and within team; ability to provide direct technical advice in the specialization field ; ability to guide and coordinate external collaborators' work, general service staff or young professionals; ability to prepare technically accurate reports and publications, with conclusions that may lead to an action plan and the elaboration of programmes; ability to contribute to multidisciplinary research -carried out through work team-, project formulation and its application. Ability to facilitate adequate advice regarding eminently good practices, and to approach wider issues other than the ones of the field of specialization field; ability to elaborate training material, alternative action lines, project proposals, policies and procedures and to bring them up to high level meetings;

Ability to work in a multicultural environment with gender-sensitive and non-discriminatory behaviour and attitude.

Additional Information:

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place between November 2016 and February 2017. 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.

APPENDIX I

Angola	Antigua and Barbuda	Armenia	Austria	Azerbaijan	Bahamas
Bahrain	Barbados	Belize	Botswana	Brazil	Brunei Darussalam
Cabo Verde, Republic of	Cambodia	Chad	China	Congo	Cook Islands
Cyprus	Czech Republic	Democratic Republic of Timor-Leste	Djibouti	Equatorial Guinea	Eritrea
Gabon	Gambia	Georgia	Grenada	Guatemala	Guyana
Haiti	Iceland	Indonesia	Iraq	Japan	Kazakhstan
Kiribati	Kuwait	Kyrgyzstan	Latvia	Liberia	Libya
Maldives, Republic of the	Malta	Marshall Islands	Mozambique	Namibia	Nicaragua
Oman	Palau	Panama	Papua New Guinea	Paraguay	Poland
Qatar	Republic of Korea	Russian Federation	Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines
Samoa	San Marino	Saudi Arabia	Seychelles	Sierra Leone	Singapore
Slovakia	Solomon Islands	Somalia	South Sudan, Republic of	Sri Lanka	Suriname
Swaziland	Tajikistan	Tonga	Turkey	Turkmenistan	Tuvalu
United Arab Emirates	United States of America	Uzbekistan	Vanuatu	Venezuela	Yemen

APPENDIX II CONDITIONS OF EMPLOYMENT

Please note that taking effect on 1st of January 2017, the UN common system will implement a new compensation package. Therefore, the figures shown below are subject to change.

- 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.4

Salary and post adjustment (with dependants)		US\$
Salary	Minimum	74130
	rising to Maximum	96710
Post adjustment for Cairo	Minimum	22091
	Maximum	28820
Salary and post adjustment (without dependants)		US\$

Salary	Minimum	69032
	Maximum	89454
	Post adjustment for Cairo	Minimum
		20572
	Maximum	26657

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 dependant 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 Cairo, 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.



ILO has a smoke-free environment