


<h1>Advertisement</h1>		
Junior Professional Officer		
Officer Labour Inspection		
International Labour Organisation	25 May 2014	

## I General information

<b>Title:</b>	Labour inspection Area
<b>Sector of Assignment:</b>	Labour Market
<b>Country:</b>	Bangladesh
<b>Location (City):</b>	Dhaka
<b>Agency:</b>	ILO Country Office Dhaka
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**Note :** this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

## II Duties, responsibilities and Output Expectations

### General

The Decent Work Country Programme being implemented by the CO-Bangladesh has three pillars, which are:

1. Employment generation and poverty reduction with improved productivity and competitiveness.
2. Promoting Fundamental Principles and Rights at work through effective social dialogue.
3. Reducing vulnerabilities through Basic Social Protection.

The programme contributes to the first two pillars. For overall operations of ILO Country Office for Bangladesh (CO-Dhaka):

<http://www.ilo.org/dhaka/lang--en/index.htm>

For further details and updated information on the "Improving Working Conditions in the Ready-Made Garment Sector" Programme:

[http://www.ilo.org/dhaka/Whatwedo/Projects/WCMS\\_226453/lang--en/index.htm](http://www.ilo.org/dhaka/Whatwedo/Projects/WCMS_226453/lang--en/index.htm)

At this stage it is planned that the JPO will report to the project manager, who would report to the Chief Technical Advisor (CTA). The CTA has a direct supervision line with the director of the CO-Bangladesh. The supervisory lines may be reviewed in the coming months. The JPO will work from the programme office, which will be located in an ILO premises in Dhaka.

### Responsibility 1

Under the direct supervision of the supervisor, the JPO will perform the following duties and

responsibilities:

1. Maintain the working relationships as below:
  - Work under the general supervision of the director of the CO-Bangladesh;
  - Will build technical collaboration with the relevant technical specialists in the CO-Bangladesh and ILO Decent Work Team (DWT), South Asia;
  - Coordinate closely with relevant national project officers; and
  - Coordinate closely with the ILO constituents, ie, the government and the workers and employers' organizations, other stakeholders.
  - Contribute to promote gender equality and non-discrimination through the work to strengthen labour inspection.
2. Assist in reviewing, or in providing technical advice on adjustments to, relevant law(s), rules, and regulations related to labour inspections and administration of the Chief Inspectorate of Factories and Directorate of Labour.
3. Participate in providing capacity building to the ILO constituents on labour administration and labour inspection issues.
4. Provide inputs to training curriculum and materials, for existing and newly recruited labour inspectors.
5. Support the development and operationalization of a computerized labour inspection system and database.
6. Contribute to the preparation and revision of labour administration and labour inspection audits.
7. Draft components of regional, country or related sectorial analyses for reports and publications.
8. Assist in disseminating information on LABADMIN/OSH programme through publications, manuals, guidebooks, press releases, etc. and ensure representation in donors meetings, international, regional and local forums, and promotion campaigns.
9. Perform other task that may be assigned by the supervisor.

## **Responsibility 2**

During the period of assignment, the JPO will contribute to the following outputs under Component 2 of the RMG sector programme:

- Labour inspection and legislative and policy reviews (Output 1.1)
- Update of National OSH profile (Output 1.2)
- Trade Union training on the role of labour inspection (Output 1.3)
- Review of Bangladesh building, construction and fire safety legislation and policy (Output 1.4)
- Factory Inspectors equipped and trained on modern labour inspection procedures and relevant issues to enable them to carry out their responsibilities effectively. (Output 2.1)
- Support to establish a credible, accountable and transparent inspectorate (Output 3.1)
- Recommendations for improved organizational structure and business processes for factory inspection (Output 3.2).
- Capacity building for the Bangladesh Fire Safety and Civil Defence Directorate (Output 4.1)
- Capacity building for building inspectors and Building Committee members (Output 4.2)
- Support the modernization and integrity of building inspection practice (Output 4.3)

## **III Training component: Learning elements and expectations**

**The candidate is expected to demonstrate and be guided by ILO competencies, specifically:**

1. Orientation to learning and knowledge sharing
  - Continuously develops and updates professional skills, and masters new tools; diagnoses development needs and targets learning opportunities; assimilates, applies and shares job

<p>related knowledge in a timely manner.</p> <p>2. Takes responsibility for performance</p> <ul style="list-style-type: none"> <li>• Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.</li> </ul> <p>3. Collaboration</p> <ul style="list-style-type: none"> <li>• Establishes strong interpersonal relationships and builds internal and external networks; promotes cooperation, supporting others and sharing the credit for achievements; accepts consensus views.</li> </ul>
<p><b>The JPO training programme includes the following training elements:</b></p> <ul style="list-style-type: none"> <li>• Through labour inspections get trained in actual work.</li> <li>• Through guidance of the supervisor and senior colleagues get trained in monitoring progress.</li> <li>• Through seminars, workshops and interaction with specialists in enhance technical know-how in labour administration.</li> </ul>
<p><b>The JPO training programme includes the following learning elements:</b></p> <ul style="list-style-type: none"> <li>• Have the opportunity to enhance his/her technical knowledge in the field of labour administration;</li> <li>• Have the opportunity to enhance his/her knowledge about knowledge management techniques and methods;</li> <li>• Have an opportunity to improve his/her professional skills at various levels, such as training;</li> <li>• Get to know the functioning of the ILO and the Decent Work Team for South Asia;</li> </ul>
<p><b>IV Supervision</b></p>
<p><b>Title of supervisor:</b> Project Manager "Improving Working Conditions in the Ready-Made Garment Sector" under the overall supervision of the ILO Dhaka Director</p>
<p><b>Content and methodology of supervision</b> In accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers,</p> <ul style="list-style-type: none"> <li>• A time-bound, individual work plan will be agreed between the JPO and the supervisor, specifying outputs that the JPO is expected to deliver, in the framework of Component 3 of the RMG sector programme within a month of joining.</li> <li>• As and when necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the JPO to deliver the planned outputs and training needs/performance issues.</li> <li>• Regular meetings on a weekly basis between the JPO, rest of the team and the supervisor will be scheduled, to discuss delivery status of the planned outputs, and any changes to be made to the work plan.</li> </ul>
<p><b>V Required Qualifications and Experience</b></p>
<p><b>Education:</b> Master degree in economics, public policy, labour administration or relevant field. Desirable: An advanced university degree / Master's or Post Graduate Diploma in labour administration or relevant field.</p>
<p><b>Working experience :</b> At least two to <b>maximal 4 years</b> of experience in labour administration or labour inspection services, at the national/international level. , including internships and voluntary work . <i>Desirable:</i></p>

Work experience in labour administration and labour inspection in developing countries, including career experience at the international level.

**Languages :**

Excellent command of English,

*Desirable:*

Working knowledge of Bangla would be an asset.

- Key competencies
- The candidate is expected to demonstrate and be guided by ILO competencies, specifically:
- Orientation to learning and knowledge sharing
- Continuously develops and updates professional skills, and masters new tools; diagnoses development needs and targets learning opportunities; assimilates, applies and shares job related knowledge in a timely manner.
- Takes responsibility for performance
- Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.
- Collaboration: Establishes strong interpersonal relationships and builds internal and external networks; promotes cooperation, supporting others and sharing the credit for achievements; accepts consensus views.
- Good computer skills in the use of MS Office applications.
- Exposure to gender-responsive practices in labour administration and labour inspection would be an asset.

**VI Background information on Agency/Department/Section**

In October 2013, the ILO launched a new programme, "Improving Working Conditions in the Ready-Made Garment Sector" in Bangladesh, as part of its response to the series of fire and building collapse tragedies in garment factories over the past year and to support the National Tripartite Plan of Action on Building and Fire Safety. One of the five components of the ILO programme is to strengthen labour inspection and support fire and building inspection (Component 2). The ILO interventions in this area contribute to the achievement of the following outcomes defined in the ILO's Strategic Policy Framework for 2010-15:

Outcome 6: Workers and enterprises benefit from improved safety and health conditions at work;

Outcome 11: Labour Administrations apply up-to-date labour legislation and provide effective services; and

Outcome 13: A sector-specific approach to decent work is applied.

In addition, in the framework of the Programme and Budget for 2014-15, they are also linked to the Area of Critical Importance on strengthening workplace compliance through labour inspection.

**VII Information on living conditions at Duty Station**

Bangladesh is in Security Level - 2 (Low) effective from 21 April 2014. Missions beyond the Green Zone (25 Km from Dhaka City or from Field Duty Station) need to obtain 'in-country security clearances'. Bangladesh is relatively safe country. However, seriousness of a threat like political strikes varies from time to time. In general, the issues to watch out include: road traffic accident, street crimes such as armed robbery, pick-pockets, and purse snatching. International staff members are required to stay in security cleared accommodation in the diplomatic enclave (Gulshan 1, Gulshan 2, Baridara, and Banani), which is generally free of political strikes and demonstrations since it is accorded special security attention by the government authorities. Apartments in various price-ranges are available and are of different quality. Staff is advised to obtain the security clearance from the UNDSS before finalizing rental with the apartment owner.

Everyday consumption items and groceries are easily available locally, but most luxury items are

usually imported.

The climate is pleasant and cool in winter and early spring, but very warm and humid in summer and during rainy season (fall). Variety of clothing from comfortable cotton clothing for summer to warm clothing for winter is required.

The World Health Organization says vehicular air pollution is a major cause of respiratory distress in urban Bangladesh. Medical facilities are adequate for small and medium care issues, but for more severe cases evacuation to a country with good medical facilities is recommended.

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

The ILO has a smoke-free environment.

## **VIII How to apply**

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](http://erecruit.ilo.org).

The system provides instructions for online application procedures.

Application deadline: **25 May 2014** (midnight Geneva time).

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.

Applicants will receive acknowledgement of receipt of their submission. Only shortlisted candidates will be contacted.

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