



JOB DESCRIPTION

**International Labour Office (ILO)
Better Factories Cambodia
Phnom Penh, Cambodia**

**Chief Technical Advisor
Grade: P5**

Title: Chief Technical Advisor, Better Factories Cambodia project

Duty station: Phnom Penh, Cambodia

Grade: P-5

Contract type: Fixed-term appointment

Duration: Initially, twelve months with a possibility of extension to twenty-four months, starting from 1st July 2006

Organizational Unit: ILO Social Dialogue Department, Geneva; Field support from the ILO Sub-regional Office for East Asia, Bangkok

Introduction

Better Factories Cambodia is an innovative ILO project aimed at improving working conditions in the export garment industry in Cambodia. It is based on a cycle of improvement which includes monitoring for compliance with the Cambodian labour law and core international labour standards, and remediation training activities. The project emphasizes the link between improving working conditions and the competitiveness of the industry, with a focus on quality and productivity. *Better Factories Cambodia* works closely with its partner organisations (Royal Government of Cambodia, Garment Manufacturers Association in Cambodia and unions) and other stakeholders, including international buyers. For more information about the project see www.betterfactories.org/ilo.

Better Factories Cambodia has a USD1.5 million annual budget with 2 international and 23 national staff, and works with a variety of consultants.

The *Better Factories Cambodia* project has a sustainability strategy that will make it a local independent body by the year 2009. This strategy is supported by the ILO's tripartite constituents, international buyers and other stakeholders.

(see www.betterfactories.org/newsdet.aspx?z=4&c=1&IdNews=23)

Function

To manage all aspects of the ILO's *Better Factories Cambodia* project including project design, donor relations, monitoring and training activities, human resource and financial management, communications strategy, external stakeholder engagement, and relations with ILO Offices. A key focus of the next three years will be implementation of the agreed

sustainability strategy and effectively managing the necessary change process. The CTA's work is technically backstopped by the Social Dialogue Department in Geneva, and is administratively backstopped and actively supported as an important element of the Decent Work Country Programme for Cambodia by the ILO Sub-regional Office in Bangkok.

Supervision

General policy directives, interagency agreements, and other guidelines are available but they must be adapted for the administration and coordination of specific programme activities. Guidelines such as approved project designs or validated programme concepts are established by the incumbent. The incumbent works with a substantial level of delegated authority. Broad policy guidance and operational framework objectives and resources are provided by the backstopping officer. The incumbent seeks guidance from the backstopping unit and the technical team in the sub-regional office when major changes in programme environment or circumstances occur. Completed work is reviewed for attainment of objectives.

General project management responsibilities

1. Assume overall management and supervisory responsibility for the timely and efficient implementation of project activities as laid down in the project documents and/or as developed within the framework of the project documents;
2. Secure agreement and/or endorsement, through consultation at the highest political and tripartite levels, of project strategies and activities;
3. Provide high-level technical and policy advisory services and undertake advocacy of new strategies, policies, approaches and programmes as necessary for project implementation;
4. Prepare strategies, methodologies and work plans for the timely and effective implementation of project activities in conformity with ILO policies, and ensure their regular review and, where necessary, adjustment;
5. Ensure appropriate allocation and re-allocation of resources through timely preparation of budgets and budget revisions as required to ensure project implementation following the applicable financial rules and regulations of the ILO;
6. Recruit all international and national project staff, provide the necessary technical training of recruited staff and assume full administrative and technical responsibility for the performance of all staff;
7. Select and hire national and international consultants as required for project implementation and assume full administrative and technical responsibility for the timely delivery of the services and products provided by consultants;
8. Identify, select, procure and install the most appropriate equipment for the implementation of the project and ensure its effective use and maintenance;
9. Establish and maintain relationships, with the aim of providing policy advice and technical recommendations, with decision – and policy – makers of relevant government agencies, employers' and workers' organizations, individual employers, as well as relevant inter- and non-governmental organizations and the donor;
10. Establish and maintain relationships with the national and international media;

11. Coordinate with UN agencies, non-governmental organizations and donors whose programmes and mandate have a possible bearing on project implementation;
12. Provide secretariat and technical support to the tripartite Project Advisory Committee (PAC) in undertaking their advisory responsibilities under the project;
13. Inform and consult the relevant technical and administrative back-stopping and support units at the Sub-regional Office, The Regional Office and Headquarters on relevant project requirements and progress made in project implementation, and develop, where appropriate, recommendations, standards and guidelines for policy advice and formulation of ILO programmes;
14. Prepare and submit reports to the technical backstopping unit on progress made in project implementation in accordance with the format and frequency laid down by the project donors, as well as facilitate mid-term and final evaluation missions of the project;
15. Promote the values and policies of the ILO and maintain a standard of conduct befitting an ILO official.

Project specific implementation responsibilities

- Implement the agreed sustainability strategy that will make *Better Factories Cambodia* an independent Cambodian body by the year 2009;
- Monitor the garment sector for compliance with Cambodian labour law and core international labour standards.
- Ensure a continued high degree of transparency, accountability and credibility through further developing systems, policies and procedures, staff development and engagement with international buyers;
- Further develop remediation and training programs to enhance compliance with international labour standards, and improve factory performance, social dialogue and gender equality;
- Effectively manage human resources including recruitment, and mainstreaming gender equality; staff consultation and performance management. This will be particularly important during the transition period and will require high level change-management skills and cultural sensitivity;
- Maintain effective and efficient administrative and financial management of the project including strategic and work planning systems;
- On matters pertaining to the substantive content of the project, provide authoritative policy and strategy advice to the ILO, constituents, and other stakeholders. Manage socio-economic research and analysis as required;
- Maintain strong relations with the multi-lateral and bilateral donor community, and ensure resource mobilisation, project development, effective management of donor funds and reporting;
- Further develop the Information Management System (IMS) for monitoring and reporting on working conditions, training and remediation activities as a crucial platform for the

sustainability strategy and project effectiveness. This includes public reporting and detailed private reporting to factories and authorised third parties;

- Ensure high-level industry information support services for improved labour compliance including a trilingual website (Khmer, Chinese, English), update the trilingual plain language guide to the labour law; good practice sheets, model enterprise policies, and other outreach programs, such as issue-based soap operas on DVD and comic books for low literacy workers;
- Ensure high-level communications to increase the profile of *Better Factories Cambodia* in Cambodia with international buyers, international opinion makers and within the ILO. This includes representing ILO *Better Factories Cambodia* at national and international level;
- Develop and maintain strong relationships with ILO constituents including the Royal Government of Cambodia, the Garment Manufacturers Association in Cambodia, and unions;
- Develop and maintain strong relationships with a variety of stakeholders including international buyers and NGOs;
- Develop and maintain strong links with the technical team in the sub-regional office, particularly with the Employers' Activities and Workers' Activities specialists, as well as with the ILO regional office and relevant headquarters technical and administrative departments

Education

- Advanced university degree in economics, law, social science, international studies or other relevant field or equivalent in experience.

Experience

At least ten years of professional experience in social dialogue, corporate social responsibility, capacity building, project management or related fields in a senior level position, at least five years of which at the international level. Relevant experience working in Southeast Asia would be an additional advantage.

Languages

- Excellent command of English. Working knowledge of Khmer or Chinese would be an advantage.

Competencies

1. Excellent administrative, financial and human resource managerial skills including proven leadership ability to motivate and train staff;
2. Experience in managing change processes and capacity building, particularly within a developing country context, including capacity to oversee the transition of *Better Factories Cambodia* to a new independent organisation;
3. High level technical knowledge of corporate social responsibility issues, such as monitoring, remediation, capacity building and training, preferably in the export garment sector including a proven capacity to liaise with international buyers;
4. High level knowledge of project formulation, administration and evaluation techniques and ability to mobilise resources;

5. Demonstrated ability to define and resolve problems in a manner that reflects the interests of stakeholders in technical cooperation projects and activities, the cultural situation in Cambodia, and the ILO's commitment to fundamental principles and rights, social dialogue and tripartitism;
6. High level of understanding of gender equality and gender mainstreaming principles and approaches;
7. Excellent analytical skills including demonstrated ability to devise socio-economic research and analysis; and write reports;
8. Ability to provide authoritative policy and technical advice and guidance;
9. High level communications skills, both oral and written including capacity to represent the organisation, work with the media, and operate in a multi-cultural environment.

The ILO is an equal opportunity employer. Women are particularly encouraged to apply.

All applicants must attach a 2 page statement addressing their claims against the required competencies. The statement should explain to the selection committee how your skills and experience show you have the relevant competencies. Applicants who do not attach this statement will not be considered for interview.

Only short listed applicants will be contacted. The ILO reserves the right to appoint at a lower grade for a specified period depending on the skills of the successful candidate.

Applications should be sent to Corinne Vargha at dialogue@ilo.org

***Closing date for applications is 15TH April, 2006.
Applications will be acknowledged upon receipt within two working days***