



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

Date: 25 September 2013

Title: Specialist on Labour Law and Social Dialogue

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

Grade: P.4

Organization unit: DWT/CO-SAN JOSE

Contract type: Fixed-Term Appointment

Duty Station: San Jose, Costa Rica

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 of Specialist on Labour Law and Social Dialogue is located in the ILO Decent Work Team and Country Office in San José, Costa Rica (DWT/CO-San José), which covers: Costa Rica, El Salvador, Guatemala, Haiti, Honduras, Nicaragua, Panama and Dominican Republic. The overall mandate of the DWT/CO San José in the area of Labour Law and Social Dialogue is to promote the rule of law and good governance by providing services that:

- increase the number of member States which base their labour laws and other employment-related legislation on ILO standards and advice and use a tripartite consultative process in the preparation of such legislation;
- assist member States to establish and strengthen labour courts, industrial tribunals and dispute resolution mechanisms so that individual and collective disputes are dealt with efficiently, effectively and equitably;
- assist member States to establish and strengthen institutional and legal frameworks and mechanisms for social dialogue and tripartite cooperation between government and social partners;

- integrate gender into all aspects of labour law, social dialogue and dispute settlement.

The Specialist will collaborate directly with colleagues responsible for workers' and employers' activities relating to the development of social dialogue and tripartism. The incumbent will work closely with the International Labour Standards Specialist on all aspects of the harmonization of national legislation and practices with the principles and provisions established by international labour standards as well as with the relevant Specialists in the Regional Office for Latin America and the Caribbean (RO-LAC). Technical supervision will be provided by the Governance and Tripartism Department at Headquarters and in particular by its Labour Law and Reform Unit and its Social Dialogue Unit. The Specialist will report to the Director of DWT/CO-San José under the overall guidance of the Regional Director.

#### Description of Duties

##### Specific duties

1. Conduct comparative analytical research on a wide range of labour law and social dialogue policy questions debated in the countries covered by DWT/CO-San José, including on the employment relationship, labour dispute settlement machineries and tripartite social dialogue with a particular attention to the outcome of regulatory options and the inter-relations between regulations, industrial relations practices and labour market developments.
2. Provide technical advice on matters pertaining to labour law reform, including with respect to the establishment, management and delivery of a law reform process, and actual drafting of legislative provisions.
3. Facilitate tripartite consultations on labour law reform and represent the Office on missions which may be of a sensitive or controversial nature and before parliamentary bodies, ministries or labour secretariats.
4. Develop country studies documenting legal frameworks, institutions and practices that may be of use to the social partners in improving, practising and evaluating social dialogue and in resolving labour dispute in the countries covered by DWT/CO-San José.
5. Establish links with national and sub-regional labour law research centres and academia.
6. Participate in the work of interdisciplinary thematic or research groups at the regional level in collaboration with other ILO Specialists.
7. Advise ILO constituents on subjects related to labour legislation, labour dispute resolution and social dialogue, promoting the ILO postulates and principles with regard to these issues and good international practice.
8. Provide technical support to tripartite and/or bipartite committees and/or bodies established in the countries covered by DWT/CO-San José for the development of social dialogue.
9. Represent DWT/CO-San José at meetings to provide advice on policy questions concerning social dialogue or labour dispute resolution as well as on missions which may be of a sensitive or controversial nature.
10. Develop, plan and prepare technical advisory projects and promotional activities.
11. Assist in the preparation of strategic work plans that respond to constituents needs and integrate work of other DWT specialists.
12. Undertake any other relevant tasks as requested by the Director of DWT/CO-San José and the Regional Director.

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

1. Design and promote a wide range of special subject-matter-related programmes, This involves: re-analysis of complex or conflicting data, statistics and information or policy guidelines, in a manner requiring the advanced application of principles of a recognised technical specialisation.
2. Develop and review an institutional framework, in which social partners can best improve, implement and evaluate efficient and equitable ILO action programmes.
3. Provide policy advice to ILO's constituents on institutional strengthening, the application of ILO standards and the promotion of technical cooperation activities.
4. Formulate and submit project proposals and seek funding.
5. Evaluate the efficiency and effectiveness of the project activities.
6. Undertake technical advisory missions independently or in collaboration with other specialists.
7. Conduct seminars, workshops and technical meetings and training courses.
8. Prepare draft recommendations and guidelines for discussion and adoption as ILO Recommendations or Conventions on related technical fields.
9. Write manuals and/or training guides on related topics.
10. Disseminate information on programmes through publications and, press releases, as well as ensuring representation at donors' meetings, international, regional and national fora and advocacy campaigns.
11. Monitor and coordinate research carried out by junior technical officers and external collaborators.
12. Provide technical inputs to office documents (sectoral meetings, technical committees, regional meetings and conference reports).
13. Participate in tripartite reviews on technical cooperation activities and international meetings and conferences.

## Required Qualifications

### Education

Advanced university degree in law, specializing in labour law and/or social dialogue.

### Experience

Eight years' experience at the national level or five years at the international level. Sound knowledge and understanding of social dialogue systems, institutions and practices. Practical experience and proven ability to work closely with the social partners and government representatives. Proven experience and knowledge of the work of the ILO would be considered an advantage.

### Languages

Excellent command of Spanish and another working language of the ILO (English or French). A good knowledge of French would be an advantage.

### Competencies

#### Technical competencies

Ability to: synthesize research and reach empirically based conclusions on related subjects; provide seasoned advice on best practices, to address broader issues outside the field of specialization; formulate new concepts and methodologies; develop training materials, alternative courses of action, project proposals, policy, procedural matters and present them at high-level meetings; design and synthesize strategies for programme development in member States; produce reports (e.g. reports for regional conferences and ILC, technical publications, training manuals and draft resolutions) and evaluate and monitor technical

cooperation activities and projects. Ability to use analytical tools and qualitative and quantitative techniques. Ability to conceptualize, plan, coordinate and conduct research work. Ability to participate effectively in technical missions. Good computer skills.

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

#### Behavioural competencies

Ability to carry out assignments in accordance with instructions and guidelines. Ability to work effectively in a team. Ability to manage time effectively and work on tight deadlines. 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.4**

<b>Salary and post adjustment (with dependants)</b>		<b>US\$</b>
Salary	Minimum	72467
	rising to	
	Maximum	94540
Post adjustment for San Jose	Minimum	27609
	Maximum	36019
<b>Salary and post adjustment (without dependants)</b>		<b>US\$</b>
Salary	Minimum	67483
	Maximum	87447
Post adjustment for San Jose	Minimum	25711
	Maximum	33317

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 San Jose, 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](http://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