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### JOB VACANCY FORM

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<th>X</th>
<th>Full-time</th>
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<th>Part-time</th>
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<th>Summer-Job</th>
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**Job Title:** Senior and junior Policy Consultants in Social Protection

**Reference Number:** 130514-1

**Application Deadline:** 30 June 2014

### Company Description

**FIRM/INSTITUTION NAME:** ILO

**TYPE:** □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:** The ILO is the only “tripartite” United Nations agency in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes. The ILO is the global body responsible for drawing up and overseeing international labour standards. Working with its 184 member States, the ILO seeks to ensure that labour standards are respected in practice as well as principle.

**FIRM WEBSITE:**

### Job Description

**BRIEF JOB DESCRIPTION:**

The Social Protection Department (SOCPro) of the International Labour Office provides, at the request of member States, technical advice for the formulation of national policies and legal frameworks, as well as for their implementation and monitoring. The Social Policy, Governance and Standards Branch of the Social Protection Department collaborates closely with the regional, sub-regional and country offices of the ILO to respond to the growing demand for social protection policy and legal experts to support national development processes, namely for the review of existing legislation, the analysis of policy reform proposals in line with international standards and good practices. Furthermore, it is necessary to analyse policy reform proposals with a view to collaborate with national counterparts and tripartite representatives relying on the ILO for high-quality legal expertise in the field of social protection/social security, with a particular emphasis on rights-based public social...
protection schemes and programmes, including contributory social insurance and non-contributory benefits including social assistance, aiming at ensuring effective access to health care and income security.

Such policy and legal advisory services and support are required in various settings. The ILO is often called upon to work closely and advise Governments and social partners, as well as UN Country Teams, international organisations and bi- and multilateral aid agencies. The work of a social protection policy consultant in the context of the ILO entails familiarity of international legal social security instruments, namely the ILO Social Security (Minimum Standards) Convention, 1952 (No.102) and the ILO Social Protection Floors Recommendation, 2012 (No. 202).

Requests for consultants can be both for short-term consultancies and long-term project-based assignments. Experience has shown that social protection legal and policy experts can be:

- Experts on policy-making and institutional processes for setting up, governing and administering social protection schemes, in the context of social dialogue. The former are frequently called upon for short-term consultancies while the latter may be brought in to serve as longer term advisers under specific technical cooperation project arrangements. For its new ILO Social Protection Experts Database that will be used to rapidly identify and deploy expertise in support of social protection country assignments, the ILO is currently soliciting expressions of interest from interested individuals (not firms) with social protection policy analytical and advisory expertise in one or more of the following areas:

- Formulation and reform of national social protection policies in the context of national social protection systems and social and economic development strategies based on a thorough assessment of national social protection needs. This requires an analysis of quantitative and qualitative data to enable an assessment of the effectiveness and efficiency of national social protection systems in meeting those needs, and the identification of gaps with due consideration to the national social, economic, political and fiscal context including a broad national dialogue.

- Design and implementation of specific social protection schemes and programmes responding to the identified needs and policy priorities.

- Analysis and advice concerning the institutional framework of national social protection systems, especially with regard to the governance and administration of national social protection schemes and programmes based on a rights-based approach.

- Development of didactical training materials and delivery of training and lectures on social protection to highly specialized national legal and policy experts and to audiences of policy-makers and practitioners.

- Facilitation of policy development through national social dialogue, e.g. through socio-economic councils. Applied research on social protection policy, its linkages to related issue areas (food security, health, education, gender equality, etc.) and its impact on various categories of the population, including with respect to children and youth, women, migrant workers, persons with disabilities, minorities, and marginalized vulnerable groups.

In the context of social policy analysis, the ILO is soliciting expressions of interest from:

- Highly qualified senior and experienced experts in social protection policy with proven track records in one or more of the above-mentioned areas.

- Junior experts with a solid academic research track record in social protection policy, including highly capable research analysts from social security administrations or government administrations dealing with social protection.

**Description of Duties**

The following range of tasks would typically be expected from a consultant - the level of responsibilities being adjusted with the level of experience expected (one or more):

- Advisory services: Provision of technical advice to Governments, social partners, civil society, other national stakeholders and UN agencies;

- Programme management: Policy analysis for the design and formulation of national-level policies, programmes and projects, implementation, coordination among national stakeholders and quality assurance;

- Capacity development: Capacity assessment, planning and implementation of capacity building for government officials, parliamentarians, social partners and other national stakeholders, and delivery of training events;

- Monitoring and evaluation: M&E matrix design, mid-term/final project evaluation, development of national social protection monitoring frameworks;
- Research and knowledge development: Specialized applied research, development of policy papers, identification of good practices, development of knowledge and capacity-building products and tools.

**JOB LOCATION(S):**
City: Country:

**DEGREE:**
- Bachelor X Master is a plus □ Doctoral Degree
- Undergraduate Student/ Degree not Necessary □ Teaching Diploma

**MAJOR/ EMPHASIS:** social policy, social or political science, law, economics, public administration, or any other relevant but closely related subject.

**WORK EXPERIENCE:** Senior Consultant: Minimum 10 years of experience in the area of social protection or relevant field, with a minimum of 7 years of experience working on social protection policy issues.

- Junior Consultant: Minimum 3 years of experience in the area of in the area of social protection or relevant field.

**SKILLS:**

**Languages Skills:** X English X Arabic X French Other: Spanish

**Computer Skills:** IT literacy and ability to operate with on-line web-based applications.

**Other Skills:**
Proven track record of publications (such as technical reports, articles, research papers, guides, manuals, etc.) in the area of work is essential.
- International experience as well as experience in providing advice to a high-level audience are assets.
- Experience in the governance and administration of a social protection scheme is an asset.
- Experience working with a diverse range of stakeholders is an asset, including liaising with high level government officials and in multi-cultural contexts.
- Demonstrate integrity by actively promoting the ILO's and UN's values and ethical standards; display cultural, ethnic, gender, religion, nationality and age sensitivity and adaptability; strong interpersonal skills, communication and diplomatic skills; Openness to change and ability to receive / integrate feedback; ability to work under pressure and stressful situations; ability to manage workload with minimum supervision; strong analytical, reporting and writing abilities; ability to work in a team.

**SALARY**
**Basic Salary Range:**
Other benefits include:

- Accommodation □ Health Insurance □ Return Ticket □ Bonus
- Laptop □ Mobile Phone □ Children’s Education □ Transportation
- Lebanese NSSF □ None

**WORKING DAYS:**

**WORKING HOURS:**
How to Apply

Interested candidates may apply online on the following hyperlink: [https://erecruit.ilo.org/public/hrd-cl-vac-view.asp?jobinfo_uid_c=28478&vaclng=en](https://erecruit.ilo.org/public/hrd-cl-vac-view.asp?jobinfo_uid_c=28478&vaclng=en)

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**ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.**

For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.