1. Introduction:

The International Labour Organization (ILO) through the International Programme on the Elimination of Child labour (IPEC) and the Government of Tanzania will be implementing ‘ARISE II: Eliminating Child Labour in Tobacco growing Communities in Tanzania’ in selected villages of Tabora region. The programme results from a Public-Private Partnership between the ILO and Japan Tobacco International (JTI).

The programme aims to contribute to the implementation of the National Action Plan for the elimination of child labour (NAP) through an ‘Integrated Area Based Approach’ at national and district level. At district level, the project will lay the foundations for the creation of child labour free zones with local governments by building on existing interventions for the provision of direct support services to communities, parents and children to combat child labour and promote youth employment, occupational safety and health of young workers, livelihoods support for vulnerable families and communities through village savings loans and work with cooperatives, and establishment and documentation of a referral system and a functional community-level child labour monitoring system (CLMS). ILO will provide technical assistance to line Ministries and partners for advocacy and policy dialogue on child-friendly development policies and programmes, and to conduct awareness-raising on the NAP and related legislation.

The project will also focus on policy and legislative gaps by providing technical assistance to the Government and line Ministries, workers’ and employers’ organizations to identify and address these gaps.

In 2015, a preparatory phase of the ARISE II project started. A rapid assessment has been carried out to identify the characteristics of working children and to map the capacity of existing service providers in the project intervention area. National stakeholder consultations were held with national, regional and district-level child labour stakeholders to look into the ARISE II strategies. A project document is currently being developed and the project will be launched at the end of May 2016. An ARISE team will be recruited that will consist of an Associate Expert, a National Programme Officer; a finance assistant; a district coordinator for monitoring and evaluation; and a project driver.

2. Reporting Lines:

Under the overall supervision of the director of the ILO Country Office for United Republic of Tanzania, Burundi, Kenya, Rwanda and Uganda, the Programme Officer will work under the direct supervision of the Chief Technical Advisor based in Malawi and will be technically backstopped by the Associate Expert based in Dar es Salaam. The overall technical backstopping will be done by the desk officer of the Fundamental and Principles and Rights at Work Branch in ILO HQ. The
Programme Officer will be initially based in Tabora, but the duty station may change over the course of the project.

3. **Main duties and responsibilities**

- Organize consultations with line-Ministry staff, social partners, UN agencies, NGOs and other development partners to review and strengthen child labour/child protection committees;
- Carry out a detailed stakeholder analysis in the target districts and identify local implementing partners for direct services to communities and child labour monitoring system;
- Build the capacity of selected implementing partners for direct services to communities and child labour monitoring system and work in close collaboration with the selected implementing partners to develop project strategies and activities;
- Manage the relations with the other ARISE partners and meet on a regular basis with other development partners and explore partnership options and synergies;
- Gain an in-depth understanding of the tobacco value chain and its actors;
- Provide support to the set-up of a child labour monitoring system in the target districts;
- Meet on a regular basis with Government child labour staff to understand their challenges and constraints and provide technical support;
- Prepare briefs, periodical reports and statistical data on status of project activities to IPEC, ILO Dar es Salaam Country Office and to the United Nations Development Assistance Plan (UNDAP) Unit;
- Ensure visibility of the project activities by drafting news items, taking quality pictures etc and sharing them with the office communication unit and IPEC in ILO headquarters;
- Follow-up with relevant departments at executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets;
- Provide programming and administrative support to programmes and project in areas of responsibility;
- Prepare budget estimates and expenditure forecasts by analyzing and monitoring situations of resources as compared to planned activities and making recommendations to management for remedial actions;
- Participate in the organization of events, conferences, seminars, workshops, training sessions and meetings;
- Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters;
- Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material;
- Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance;
- Facilitate missions from Technical Units in FPRW-IPEC, Child Labour Specialists and others;
- Supervise the work of support staff;
- Identify potential partners and child labour champions;
- Perform other duties as may be assigned.

4. **Qualifications:**

**Education** – First level University Degree (or equivalent) in law, social sciences, development studies, information management or other relevant field. The Applicant should also have proven qualifications on planning, monitoring and evaluations and data collection, storage and analysis.

**Experience** – At least three years of work experience of programme/project implementations in the area of child rights, gender, entrepreneurial and skills development, legal reforms, poverty reduction, micro finance, applied research or social work. Experience in implementing development projects at field level is an asset. Experience in working with local government is an asset.

**Languages** – Excellent written and spoken command of English and Swahili

**Competencies** -

- Good interpersonal and communication skills.
- Ability to organize and meet deadlines with minimum supervision.
- Ability to work proactively in the spirit of team work.
JOB DESCRIPTION

International Labour Office

- Ability to establish and maintain a good working relationship with international and national colleagues working in the same field.
- Excellent verbal and written English and good knowledge of local language(s)
- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Ability to interpret project information and to identify and analyze problems with implementations
- Good drafting skills
- Ability to organize own work.
- Ability to work with different computer software and databases
- Must demonstrate responsible behaviour and attention to detail.

5. Applications:

Applications with current CV’s and a one page cover letter, from qualified male and female candidates should be sent through the Email: kazi@ilo.org with the subject “Application for NPO position – Child Labour” before 6th April 2016. Please note that only selected candidates will be contacted.