



Job Description

Programme Manager ECLT Foundation

Overview of ECLT

Purpose: The Elimination of Child Labour in Tobacco Growing (ECLT) Foundation is dedicated to the eventual elimination of child labour from the tobacco supply chain. ECLT is a multi-stakeholder partnership, created in 2001 by major companies associated with tobacco, key labour unions and associations of growers. The International Labour Organization serves as an advisor. ECLT is based in Geneva and is currently active in Malawi, Mozambique, Tanzania, Uganda and Zambia, as well as in Kyrgyzstan and in the Philippines. For further information, please consult: www.eclt.org

Background/Context: ECLT works in countries where significant levels of child labour are used in tobacco-growing and harvesting. The Foundation collaborates in these countries with national and sub-national partners – with government, NGOs and with organizations from the private sector – on developmental projects designed to reduce/eliminate child labour. Usually, these projects are implemented in limited geographical areas and are for a period of three years. The Foundation has an average annual expenditure of US\$ 4.8 million. ECLT's first projects began in 2002.

A considerable body of experience and 'lessons learned' has already been acquired, and significant achievements have been made as a result of the Foundation's work to date. In developing plans for the future there is a determination to enhance impact through improved programme design and management, and to be able to validate results through better research, monitoring and evaluation. There is also a desire to build greater levels of sustainability into all of the projects. Some strategies to achieve these goals have already been identified: development of a unified, sound business model (i.e. a quality programme design), identification and documentation of good practices, closer review of partners' operations and greater use of key performance indicators.

The Office: The ECLT Foundation is a small organization, with an Executive Director, a Programme Manager, two Project Officers (Research/M&E and Communications), an Office Coordinator/Technical Assistant and a part-time Finance Officer. Other services are contracted as and when necessary. The Foundation's Board of Directors is composed of representatives of major tobacco companies, unions and growers' associations and there is also a number of honorary members and advisors.

Main Duties and Responsibilities

The overall purpose of this position is to support ECLT to achieve its organisational goals and to increase the impact of its work. The Programme Manager has overall responsibility for delivering the ECLT programme through its national partners, and supporting partners to achieve commonly agreed goals.

The Programme Manager is under the direct supervision of, and will report to, the Executive Director. The Programme Manager will also work with all other ECLT staff members, project partners and a number of consultants both in Geneva and in the field.

The Programme Manager will be based in the Foundation offices in Carouge, Geneva, and will be expected to be in the field on mission for approximately 45-55% of total work time. Field trips are likely to be approximately two to three weeks in length, and in order to make most effective use of funds, will usually involve visits to more than one country. This means, of course, that the Programme Manager will be away from Geneva during these periods. During these field visits, the Programme Manager will be required to multi-task.

Strategic planning:

- Contribute to the identification and development of enhanced strategies for the Foundation, with a view to strengthening its work towards the elimination of child labour in tobacco-growing.
- Participate in and contribute to the reflections and debates on 'state of the art' development issues and new approaches, and bring this knowledge to bear on the ECLT strategic thinking and programming.
- Contribute to the creation of a positive public profile for the Foundation, internationally and in the field, which engenders influence, support, commitment and respect.

Project development and management:

- Support the identification, conceptualisation, design and development of potential new projects, in collaboration with national partners.

- Contribute to the development of improved research, monitoring and evaluation components of ECLT-supported projects.
- Use existing tools to identify where partners need technical assistance. Provide technical assistance to national partners to support the implementation and management of ECLT-supported projects.
- Monitor all aspects of ECLT-supported project progress (including financial), and prepare analytical reports for the Executive Director and the Board.
- Identify potential new project partners for ECLT and review and evaluate their ability to implement programmes and meet ECLT requirements for reporting and financial competence.
- Contribute to the development of guidelines, templates, lessons learned, good practices and similar tools, so that the achievements of ECLT projects can be recognised and disseminated.
- Other tasks as agreed between the Executive Director and the Programme Manager.

Stakeholder engagement and capacity development:

- Negotiate and collaborate on child labour issues, specifically as they relate to tobacco growing, with government and stakeholders at all levels – regional, national, sub-national and community – with a view to influencing strategy and policy development, and implementation of quality programmes.
- Identify potential ‘peer’ organisations working in the field of child rights/protection, and work with them to increase effectiveness and impact of all programmes aiming to reduce child labour and increase opportunities for children and youth.
- Raise awareness and train national partners on child labour issues, in order to increase understanding of the challenges, support the development of effective programmes and influence national and local authorities’ policies.

Management of the Foundation:

- Contribute to the proper management of the Foundation, together with the Executive Director and other staff members, in such matters as timely preparation of documents and presentations required for the Board, arrangement of special events (e.g. Partners’ workshop), preparation of the Annual Report and other regular administrative/organizational matters.
- Assist the Executive Director in any other relevant duties to support the management of the Foundation.

The structure and content of this job description may be changed and revised as and when necessary.

Qualifications, Experience and Skills Required

Education:

Advanced University degree in international development, anthropology, sociology, economics, human rights or other relevant disciplines.

Experience, competencies and skills:

- At least eight years of progressively responsible professional work experience at national and international levels in the development, implementation, management and evaluation of human development projects in developing countries.
- Current and in-depth knowledge of child-labour issues, policies and international standards. Good understanding of child protection issues. Understanding of social, political and economic issues facing tobacco-growing communities would be a considerable advantage.
- Proven ability to conceptualize, plan, execute (new) development approaches in demanding circumstances.
- Proven ability to review and examine project management and implementation, with the purpose of both ensuring 'value for money' and to support and strengthen partners' capacities.
- Good understanding of both qualitative and quantitative research methods, and of monitoring and evaluation techniques, which are appropriate and workable in developing country contexts.
- Proven ability to work with and build consensus among a wide range of partners, including government, NGOs and CSOs, industry, unions, academic and professional organizations, media, and networks in the child protection field.

Personal qualities:

- Demonstrated ability to show leadership and advocacy skills in challenging situations.
- Ability to work with minimum supervision, to drive forward the work, to take appropriate initiatives and to be a 'self-starter'.
- Diplomacy, while maintaining principles.
- Very good organisational skills.
- Ability to adapt to constant change and take initiative.
- Ability to work in a team and a multi-cultural environment, and establish harmonious and effective working relationships, both outside and within ECLT.
- Keen to adapt and learn from new situations, with the ability to be self-critical.

- Ability to prioritise and work under pressure, and willingness to (sometimes) work long hours.
- Ability to maintain confidentiality.
- Computer skills: high level of computer literacy required, including all MS Office applications.

Values: Humanitarian values, integrity, trust, respect, loyalty, transparency.

Languages:

Fluency in written and spoken English. Fluency in French would be an advantage.

Terms and Conditions

- Swiss and EU citizens, and those who hold a valid work permit for Switzerland, are strongly encouraged to apply.
- ECLT is an equal opportunities employer.
- The appointment will be indefinite, subject to an initial three-month probationary period. A three-month notice period will apply to both the employer and employee.
- The salary will be competitive within the Geneva environment, and is negotiable, depending on previous experience.
- Starting date: As soon as possible.

Applications: Please send a letter of application explaining how your qualifications and experience equip you for this job, together with your CV, to: eclt-jobs@eclt.org

When applying, please state the appropriate job title in the subject line of your application. It will also be most helpful to know where you first saw this job advertised.

Closing date for applications: 27 May 2010.

This job was recently advertised with a closing date of 28 February 2010. We are now re-advertising, with the new closing date given above. If you already applied for this job, please do not re-apply. Applications from candidates who have been short-listed from the first round of advertising are being carried forward to the next phase of the process.

Please note: Only short-listed candidates will be contacted after the closing date. This means that if you have applied and have not heard anything from us within two weeks after the closing date, you can assume that your application has not been successful.