

INTERNATIONAL LABOUR ORGANIZATION

Assignment: PU-Internship on employment and labour market policy

Duration: 6 months (full-time)

Duty Station: Hanoi

Organization Unit: ILO Country Office for Viet Nam in Hanoi (report to Labour Economist)

Background:

Viet Nam re-joined the ILO in 1992 and the ILO Country Office was opened in Hanoi in 2003. The main aims of the ILO in Viet Nam are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

Working in partnership with the Government of Viet Nam, especially the Ministry of Labour, Invalids and Social Affairs, the Viet Nam General Confederation of Labour, the Viet Nam Chamber of Commerce and Industry, and the Viet Nam Cooperative Alliance, the ILO has offered support through policy advice, capacity building and technical cooperation to open opportunities for women and men to gain access to better jobs and have a voice in the decisions that affect their lives.

The CO Hanoi is looking for an intern to support the Labour Economist. S/he will be mainly responsible for collecting statistical data and information on employment and labour market policies in Viet Nam, processing and analysing this data/information, collecting information from ILO technical cooperation projects and contributing to reports or presentations.

Tasks

This internship will provide an opportunity to increase understanding of employment and labour market issues in Viet Nam and gain experience in data collection, analysis and the drafting of reports and policy briefs. Under the guidance and supervision of Labour Economist the intern will be expected to perform the following:

- To provide research assistance to analysis and assessments of employment and labour markets in Viet Nam including literature reviews;
- Helping in collecting and analysing statistical data and indicators for labour market diagnostics including the ILO Sustainable Development Goals (SDG) indicators;
- Supporting country-level work on strengthening labour market information systems;
- Assisting in the preparation of workshops and technical meetings (preparing power point presentations and background material); assistance in the analysis of regional contexts; collecting material in preparation of missions; providing research assistance on selected topics;
- Assisting in the preparation of policy briefs and reports, including drafting specific sections, preparing graphs, collecting and analysing background material, and editing;
- Prepare materials and support other staff working in Cluster 1 to undertake project activities as required
- Carrying out other supporting duties on employment as requested by the supervisor

Interns should expect to devote 10% to 20% of their time to administrative tasks.

QUALIFICATION REQUIREMENTS

Education

The candidate must be enrolled in the final year of postgraduate degree programme (such as a master's programme or equivalent) or in higher degree programme, preferably at an accredited university, in development economics, statistics, social sciences and/or a related field or have completed such programme in the year preceding the application.

Experience - Proven research experience and drafting ability.

Languages - Excellent written and spoken English and Vietnamese

Competencies

- Ability to communicate effectively in writing and verbally
- Show willingness to acquire new knowledge
- Ability to work as an independent member of a diverse team
- Ability to produce quality results efficiently
- Ability to work in a multicultural and multilingual environment

Financial and other matters

Where the intern is not supported by any institution, a stipend to cover basic subsistence costs will be paid by the ILO. In Hanoi, this will be at the level of US\$450 per month including contribution towards the cost of medical insurance to cover the period of internship.

The intern will be provided the facilities needed to carry out their tasks, such as office space, and access to a PC, a printer, and a telephone.

Interested candidates are requested to send applications, including a cover letter and updated CV to the email address of hanoi@ilo.org no later than 5th June 2017