

## **CONSULTANCY FOR SETTING UP THE LABOUR & EMPLOYMENT MANDATE IN THE MINISTRY OF ECONOMIC DEVELOPMENT**

### **Introduction**

Ministry of Economic Development (MED) is seeking the services of an Individual Consultant to help establish the Labor and Employment function. Under the new Government, MED has been entrusted to undertake the policy and programmatic responsibilities relating to labor and employment. These include amongst other things;

1. Undertaking national skills development needs analysis;
2. Designing & implementing policies alongside other government agencies, to ensure that the national human resources are gainfully employed;
3. Developing and support implementation of training and upskilling of national human resources;
4. Identifying skills shortages in the local economy and implement appropriate policies to fill the gaps with foreign labor;
5. Implementing appropriate policies to manage foreign labor alongside other government agencies;
6. Ensuring policies and programs are in place to minimize the incidence of mal-practices such as human trafficking;
7. Establish a framework to help the country comply with its international obligations relating to labor and employment.

### **Terms of Reference**

The Consultant is expected to advice MED on the following areas:

1. Identify the human resources needs in MED to efficiently deliver its entrusted labor and employment mandate.
2. Define the skill sets of staff in the proposed organizational set-up
3. Define the Job Descriptions of the staff to efficiently deliver MED's labor and employment mandate.
4. Steer the setting up of the Human Resource and Employment Division and the Employment Registration Division of the Ministry in a way that ensures smooth and efficient delivery of its services.

### **Qualification**

The applicant must hold a Masters' degree in Social Sciences and must have demonstrate a good command of knowledge in the area of labour and employment.

### **Duration of Consultancy**

2.5 calendar months

### **Working hours**

0900-1400hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally during the term of the consultancy

### **Remuneration**

Rf 25,000 per month (inclusive of all benefits)

### **Recruitment process**

Applicants interested in providing the services, are required to submit their CV and other relevant information demonstrating his/her experience in the area.

Shortlisted applicants will be invited to appear for an interview.