



**VACANCY ANNOUNCEMENT**  
**No. 2009 – 06**

<b>Post Title:</b>	<b>National Programme Officer – Job and Education Counseling</b>
<b>Project Title:</b>	<b>Education And Skills Training for Youth Employment in Indonesia (ILO – EAST)</b>
<b>Executing Agency:</b>	<b>International Labour Organization</b>
<b>Duration:</b>	<b>12 months with possibility of extension</b>
<b>Duty Station:</b>	<b>Jakarta (ILO Area Office Jakarta, Ministry of Education, Ministry of Manpower), with travel throughout Indonesia</b>
<b>Grade:</b>	<b>NO.B</b>
<b>Starting date:</b>	<b>15 March 2009</b>

### **1. Background**

The ILO Office in Jakarta is implementing a comprehensive programme in Indonesia. A major focus area for this new programme is young people, in terms of both preventing and eradicating child labour as well as promoting job opportunities for youth. As part of the country programme, the new Education and Skills Training for Youth in Indonesia (EAST) programme aims to improve the employment chances of young women and men, and to eliminate and prevent child labour through better access to education and training opportunities. The EAST programme is being implemented with the Ministry of Education and the Ministry of Manpower as well as their related local government offices. The programme will be implemented for four years in selected provinces in Eastern Indonesia and in Nanggroe Aceh Darussalam.

### **2. The Position**

To support with technical inputs the implementation of activities under the EAST programme in six provinces, the ILO is hiring an experienced National Programme Officer. The incumbents will have technical expertise on job and education counseling / career guidance, demonstrated project management skills and experience in technical backstopping.

The National Programme Officer (NPO) will be based in Jakarta in the ILO Office, with the Chief Technical Advisor of the programme, but the post may require also to be based within the Ministry of Manpower and Transmigration. S/he will undertake frequent travel to programme implementation sites throughout Eastern Indonesia and in NAD. An important element of the incumbents' work will be planning, supervising and backstopping programme activities at national level and in the target provinces, fostering collaboration and knowledge sharing between activities, as well as gathering and analyzing relevant policies and experiences with a view to develop, coordinate and deliver relevant policy and technical advice to the programme's implementing partners and ILO constituents more broadly. The NPO will report to the Chief Technical Advisor of the EAST programme in Jakarta. The NPO will coordinate with the other EAST Specialists; s/he will support with technical advice the Provincial Programme Officers in the target provinces, and s/he will link with the financial and administrative section of ILO Jakarta (as required).

The National Programme Officer will assume responsibility for national level activities on job and education counseling, ensuring timely and effective delivery of activities and outputs, based on quality management systems, as well as strengthening technical cooperation with local constituents, social partners and (where applicable) international agencies and donors.

## **Duties**

- Provide specialized advices on job and education counselling issues to the Chief Technical Advisor (CTA) of the Programme. Manage and monitor progress of programme activity implementation by counterparts and implementing partners at the national and provincial level by reviewing, verifying and analyzing work-plans, action programmes, progress reports, mid-term reports, final reports and other data for clarity, consistency and completeness.
- Contribute creative ideas for programme implementation/programme development and draft portions of programme technical and financial reports, programme background reports, and periodic programme reviews.
- Identify problems, propose solutions and action and follow-up with relevant programme staff at provincial and national level, with implementing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
- Assist in the programming and control of programme resources, prepare budget estimates and expenditure forecasts by analyzing and monitoring resource status as compared to planned activities and by making recommendations to the CTA for remedial action (if necessary).
- Review and analyze national and provincial development plans and priorities, socioeconomic data, reports and other relevant information; contribute creative ideas for mainstreaming gender equality concerns; identify potential new areas of action and collaboration with other programmes/partners, and provide timely written analysis on the findings to the CTA.
- Prepare briefs, background information, periodical reports, subject matter related to technical reports and statistical data on status of programme activities.
- Assemble and oversee basic data required for planning and negotiation of programme activities, considering different approaches and alternative methods for programme design and management, problem identification and problem resolution. Follow-up on delayed documents, clarify information, answer questions about clearance and processing requirements, and initiate action as required.
- Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
- Prepare, organize and facilitate conferences, consultative meetings, seminars, workshops, and training sessions for the programme at national and - where necessary - at the provincial level. Participate in policy dialogue and technical consultations. Draft speeches and or speak on behalf of the ILO - EAST. Serve as a focal point for job and education counselling / career guidance subject, attend meetings, workshops and inter-agency consultations and present reports and papers to the CTA.
- Serve as public relations officer to ILO's constituents and promote EAST activities. Draft, edit in, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material.
- Brief ILO specialists, programme experts, associate experts and visiting officials and provide relevant information on programme matters.
- Undertake missions to programme sites independently or accompanying other officials.
- Perform other duties as may be assigned by the CTA.

## **3. Experience and Qualifications**

- Education - Secondary level university degree in a relevant field.
- Experience – minimum five years of professional experience in international development cooperation programmes, preferably with strong technical background in education and/or public employment service.
- Languages - Excellent communication and presentation skills, both written and verbal, in English and Bahasa Indonesia.
- Competencies:
  - Good knowledge of programme and budget, programme formulation and administration, and of monitoring/evaluation techniques and practices.
  - Familiarity with labour issues, education and youth employment subjects in Indonesia.
  - Good knowledge and experience regarding gender mainstreaming.
  - Good moderation, facilitation and training skills.
  - Demonstrated ability to liaise and negotiate with government and social partners at national and local level.

- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of programmes.
- Good knowledge and experience regarding gender mainstreaming.
- Excellent drafting skills.
- Excellent analytical skills.
- Ability to work independently as well as in a team and have good interpersonal skills.
- Good computer applications skills.
- Good organizational and managerial skills.
- Ability to deal with people with various back grounds with tact and diplomacy.
- Ability to supervise staff.

**4. Remuneration:**

NO-B of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

**5. Written examination and interview:**

Prospective candidates will be required to sit a written examination and take part in an interview.

**6. Application**

Qualified women and men are encouraged to apply and submit their application along with CV and 3 (three) references addressed to:

**The Director, ILO Jakarta  
Attn: ILO EAST Programme  
Email: [hrdjkt@ilo.org](mailto:hrdjkt@ilo.org)  
Fax : (62-21) 3100766**

**Closing date: 27 February 2009**

*The ILO promotes opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity*