



VACANCY ANNOUNCEMENT
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Post Title:	National Programme Officer for the Employment-Intensive Investment Program (EIIP) Development
Executing Agency:	International Labour Organization
Duration:	12 months with possibility of extension
Duty Station:	Jakarta, with regular in-country travel
Grade:	NO.B
Starting date:	1 April 2009

A. Background and Rationale

As part of its 'Decent Work Country Programme' for Indonesia, the ILO works at both the national and local level to maximize the impact of public investments in employment-intensive infrastructure development and poverty reduction. The ILO is providing support to the development, implementation and maintenance of sustainable infrastructure programmes, through local level participatory planning, the application of Local Resource-Based (LRB) technologies and approaches and contracting through small-scale contractors and communities. ILO's interventions under EIIP cover all stages of the project cycle, including formulation, programming, planning, implementation, monitoring, review and evaluation.

ILO wants to further develop its work on EIIP in Indonesia, covering both upstream (policies and strategies) and downstream (operational) activities. The ultimate goal is to institutionalize and mainstream the EIIP approaches on: i) participatory local infrastructure planning; ii) LRB rural infrastructure and maintenance systems in various sectors (including rural roads, soil- and land conservation, irrigation, forestry, flood protection), and; iii) small-scale contracting through contractors or communities for LRB construction, rehabilitation and maintenance works in identified infrastructure sectors. The focus of EIIP interventions is on the provision of technical advisory support and training services.

To expand its EIIP activities in Indonesia (and possibly Timor Leste), the ILO will recruit a National Officer (NO) to assist the ILO Country Office in pursuing the objective of institutionalizing and mainstreaming EIIP approaches.

B. Overall Responsibilities

The NO will work under the overall supervision of the ILO Jakarta Deputy Country Director to whom he/she shall report. ILO ASIST AP of the ILO Regional Office in Bangkok will provide overall guidance, direction and technical back-stopping to the NO regarding technical issues related to EIIP. The NO will work in close consultation with the ILO Senior Staff involved in Indonesia's EIIP activities and he/she will ensure coordination and synergies with other ILO Programmes in Indonesia, as and when relevant.

Overall responsibilities are to support the overall development of the LRB EIIP Programme in Indonesia, the provision of technical back-stopping support to the on-going ILO EIIP projects and various activities related to resource mobilization. The NO will also provide technical inputs, policy advisory services and training to a range of stakeholders. He/she will establish and maintain professional working relations with relevant stakeholder groups, in particular at national level.

C. Specific Responsibilities

Within the context of the overall responsibilities, generic and specific duties of the NO are:

Generic duties:

- Review and analyse country specific development plans and priorities in the field of EIIP and identify potential technical cooperation project areas and provide written analysis on the findings to management.
- As required follow-up with ILO EIIP technical departments, executing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
- Monitor the progress of EIIP project activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
- Provide programming and administrative support to EIIP programmes and projects;
- Prepare briefs, periodical reports and statistical data on the status of EIIP programme/project activities.
- Assemble and edit basic data required for resource mobilization and for planning EIIP activities.
- Assist in programming and budgetary control of resources for EIIP activities, prepare budget estimates and expenditure forecasts, and provide recommendations to the management in case remedial action is needed.
- Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and the performance of EIIP activities.
- Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
- Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on EIIP matters.
- Draft in, or translate into, local language(s) news releases, official correspondence, statements and speeches and other public information material relevant to the Indonesia EIIP.
- Undertake missions to project sites alone and/or accompanying other officials.
- Contribute creative ideas for EIIP programme/project development.
- Contribute in procuring, monitoring and evaluating the services of consultants

- Supervise the work of support staff and consultants as relevant.
- Perform other duties as may be assigned by the supervisor.

Specific duties

- Identify opportunities for possible EIIP activities and provide technical contributions to the further development, up-scaling and mainstreaming of EIIP activities within the framework of the ILO Indonesia 'Decent Work Country Programme'. This includes the preparation of concept papers, project outlines and detailed project proposals;
- Assist the ILO Jakarta Office in various resource mobilization activities for identified EIIP opportunities, including the preparation and delivery of presentations about the ILO EIIP activities in general, and the ILO Indonesia EIIP in particular;
- Provide technical support and back-stopping to on-going ILO Indonesia EIIP activities
- Develop and maintain effective collaboration and coordination at national and local level with (potentially) relevant Government Institutions, ILO's Constituents, Donors, Universities, UN agencies, NGOs, GOs and other relevant national or international organizations;
- Develop, modify and disseminate relevant EIIP tools and products (including translations), document relevant ILO EIIP Indonesia experiences, and assist in the development and implementation of an effective PR and communication strategy for EIIP activities in Indonesia;
- Represent the ILO at fora, meetings, etc. that are relevant in the context of the development of the ILO Indonesia EIIP activities;
- Provide technical back-stopping and support to on-going EIIP activities of the ILO in Indonesia;
- Provide support in the development of internal and external policies and strategies regarding the promotion and mainstreaming of EIIP activities;
- Provide recommendations and technical inputs to improve the effectiveness of the coordination, management and delivery of ILO Indonesia EIIP activities and products;
- Provide technical support in the implementation of various capacity building and training activities of ILO Indonesia's EIIP on-going projects;
- Provide support in improving the ILO Jakarta internal documentation and information management system regarding EIIP activities (including the establishment of a computerized data base and the establishment of an EIIP section in the ILO Jakarta library);

C. Required Qualifications

Education: A first level university degree in civil engineering, preferably with specialization in labour-based rural engineering.

Languages: Excellent command of English and Bahasa Indonesia.

Experience: The incumbent should meet the following requirements regarding profession experience:

- At least 4-6 years of relevant professional experience in the management, planning and implementation of rural infrastructure projects, preferably in the rural roads sector;
- A good knowledge and understanding of current technical, institutional and contracting issues in the field of rural infrastructure development in Indonesia;

- Knowledge about LRB approaches and intermediate technologies that can be applied in the construction, rehabilitation and maintenance of rural infrastructure is considered an advantage;
- Familiarity with gender mainstreaming strategy.

Competencies: Candidates should meet the following criteria regarding required competencies:

- Proven technical and managerial skills.
- Proven networking skills at local level and at national level.
- Very good conceptual and analytical skills.
- Excellent drafting and report writing skills.
- Good working knowledge of software applications, including MS Word and MS Excel and MS Power Point.
- A proven ability to work harmoniously and effectively in a highly demanding consultative working environment involving government authorities, donors and ILO's constituents.
- Ability to communicate effectively both orally and in writing.
- Ability to perform well in meetings and seminars.
- Proven organizational skills and strong initiating capacities.
- Ability to work individually as well as a member of a team.
- Ability to deal with people with tact and diplomacy.

Remuneration:

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

Written examination and interview:

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

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
Fax : (62-21) 3100766

Closing date: 2 March 2009

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