



**VACANCY ANNOUNCEMENT**  
**No. 2009 – 14**

<b>Post Title:</b>	<b>Local Programme Officer (LPO)</b>
<b>Project Title:</b>	<b>ILO Programme on Education and Skills Training for Youth</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>Jayapura and Manokwari (2 posts)</b>
<b>Starting Date:</b>	<b>15 June 2009</b>
<b>Grade:</b>	<b>NO-A</b>

#### **BACKGROUND**

The ILO Office in Jakarta is implementing a comprehensive programme in Indonesia. A major focus area for the ILO are 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. Pending final donor and government approval, the programme will be implemented for four years in selected provinces in Eastern Indonesia and in Nanggroe Aceh Darussalam.

#### **THE POSITION**

To manage implementation of activities under the EAST programme at the provincial and district level, the ILO is hiring experienced local programme officers. The programme officers will be based in the provincial programme offices that will be co-located with other UN agencies. They will undertake frequent travel to programme implementation sites throughout the province. An important element of the incumbent's work will be planning, managing and backstopping programme activities in the target provinces, fostering collaboration and knowledge sharing between programmes as well as gathering and analysing relevant policies and experiences with a view to develop, coordinate and deliver relevant policy and programme advice to the programme's implementing partners and ILO constituents more broadly. The incumbents will report on a daily basis to the EAST **Provincial Programme Coordinator** in their duty station, with overall management responsibility held by the Chief Technical Advisor in Jakarta. The incumbents will coordinate with the international EAST staff in Makassar, Banda Aceh and Jayapura, as well as with the financial and administrative section of ILO Jakarta.

The local programme officers will assume responsibility for all provincial and district-level activities, 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/RESPONSIBILITIES**

- Assist in the planning and monitoring of programme activity implementation by counterparts and implementing partners at the provincial level by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness. Contribute creative ideas for programme/programme development and provide programming and administrative support to the programme.
- Follow-up with relevant 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 and Senior National Programme Officers for remedial action.
- Assemble and edit basic data required for planning and negotiation of programme/programme activities, considering different approaches and alternative methods for programme design, management, problem identification and problem resolution. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
- Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of programme activities. Contribute creative ideas for mainstreaming gender equality concerns. Assist with the preparation of consultants' Terms of Reference, assist in the recruitment of consultants and follow-through to ensure completion of consultancy assignments.
- Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
- Participate in the preparation of conferences, seminars, workshops, training sessions and meetings for the programme at provincial and district level.
- Draft, edit in, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material.
- Participate in consultative meetings, seminars, workshops, policy dialogue and technical consultations. Draft speeches for meetings, seminars and workshops at provincial and district level.
- Brief ILO specialists, programme experts, associate experts and visiting officials and provide relevant information on programme matters.
- Undertake missions to programme sites, normally accompanying other officials.
- Perform other duties as may be assigned by the CTA.

## **EXPERIENCE AND QUALIFICATIONS**

**Education** – Secondary level university degree in a relevant field (economics, social sciences, law, international development, international relations) or equivalent in years of experience.

**Experience** – At least five years of professional experience in international development cooperation programmes, preferably with strong technical background in education, child labour, skills training, entrepreneurship and/or youth employment.

**Languages** – Excellent written and spoken command of English and Bahasa Indonesia.

**Competencies:**

- Good knowledge of programme and budget, programme formulation, administration and evaluation techniques and practices. Demonstrated ability to plan, implement, manage, monitor and evaluate programme activities and expenditure.
- 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.
- Excellent drafting skills.
- Excellent communication and presentation skills, both written and verbal.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.

**REMUNERATION**

NO-A 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 participate in a written examination and in an interview.

**APPLICATION**

Qualified women and men are encouraged to apply. Applications will **only** be accepted via email **or** fax. Only qualified candidates will be notified. Please submit application **indicating the Vacancy Announcement Number** along with CV, 3 references and other supporting documents to:

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

**Closing date: 22 May 2009**

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