



International Labour Office
Jakarta

Vacancy Announcement No. 2009 - 15

Post Title:	Local Project Coordinator
Project Title:	UNIDO/ILO Joint project on Realizing Minimum Living Standards for Disadvantaged Communities through Peace Building and Village-based Economic Development in Maluku Province (INS/09/01/IDO)
Executing Agency:	International Labour Organisation
Duration:	1 July 2009 to 14 February 2012
Duty Station:	Ambon, Indonesia
Grade:	NO A
Starting date:	1 July 2009

1. General Project Information

This project is a joint project between UNIDO and ILO which is aimed to Assist the national and local government to address the complex problems of disadvantage communities and to create peace building through rural based economic development. Development of rural economic activities, which is based on agribusiness systems (agriculture and agro-industry), will revitalize the agriculture sector (the main sector in the province), create livelihood sustainability and rebuild social relationship and peace development within and between religions, ethnics and groups

The Project will provide substantial support to local government's programme in improving Human Development Index (HDI) of the province in order to achieve the Millennium Development Goals (MDGs) and reduce longer-term vulnerability to conflict through a shift from crisis response to crisis prevention.

It will address main factors that contribute to the failure of alternative income generation in order to increase household incomes and local economy. These include low production, lack of access to appropriate agro-processing technology, lack of affordable credit, and lack of access to markets. In the development and the identification of appropriate technologies to add value to local products, the project will utilize a market and innovation driven approach. Where necessary, it will provide access to essential physical agro-processing technology and support the provision of training of trainers, study tours and other relevant technical assistance.

To ensure project contribution to the improvement of peace building and standard of living through rural based economic development the project will focus on four components:

- 1 Village organization and empowerment
1. Sustainable livelihood development through education and technology transfer
2. Peace building and conflict management
3. Improving village and occupational health

General Duties

- ❖ Under the general supervision of the ILO LED specialist and Deputy Director of ILO Jakarta Office, provide support to the overall management of the project.
- ❖ Serve as the primary link of the project to the concerned local government units and cooperating UN agencies and non-government organizations.

Specific Duties

1. Provide clear and specific facilitative services, including cultural perspectives, that would ensure the effective implementation of the project
2. Help build and maintain good working relationship with UNIDO, project stakeholders and with similar programmes/projects in Ambon with a view at developing effective mechanisms for collaboration and coordination, including sharing of resources whenever feasible.
3. Prepare and implement project work plans, and monitor the progress of activity implementation of the project by all relevant stakeholders
4. Reviewing, verifying and analysing work-plans, producing progress reports, and facilitating the conduction of trainings, workshops and other activities.
5. Provide support in the financial management of the project to ensure that allocations provided and expenditures incurred are in accordance with existing policies and in consonance with project goals and objectives.
6. Providing a constant focus on mainstreaming gender equality concerns.
7. Identifying potential new areas of action and collaboration with other programmes and providing written analysis on the findings
8. Contributing creative ideas for programme development, identifying cost sharing mechanisms or recommending strategic alliances and new project proposals as appropriate.

9. Documenting the progress of the project and presenting regular updates to ILO staff. Preparing briefs, background information, periodical reports, related technical reports and statistical data on the status of programme activities., highlighting best practices and lessons learned and providing recommendations for follow-through activities.
 10. Participating in policy dialogue and technical consultations at district and sub district level. Drafting speeches and addressing meetings on behalf of the ILO at the provincial and district level. Speaking on behalf of the ILO when attending these gatherings alone and as a focal point for selected technical subjects.
 11. Serving as public relations liaison and relations officer of the office and promoting ILO activities. Drafting, editing, or translating into local language(s) news releases, official correspondence, statements and speeches and other public information material.
 12. Briefing ILO specialists, programme experts, associate experts and visiting officials and providing relevant information on programme matters.
 13. Undertaking missions to programme sites independently or accompanying other officials.
 14. Performing other duties as may be assigned by the ILO Country Director
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Education - First level university degree in international development, business management and administration, social sciences, and other relevant fields

Experience - Four years working in programme management support activities. Experience in working with international development cooperation programmes and understanding and knowledge of economic and social conditions of Ambon is an advantage.

Nationality - Indonesian

Languages - Excellent command of Bahasa Indonesia and a good command of English.

General Competencies

- Thorough knowledge of programme planning, implementation and monitoring and evaluation principles, practices and procedures.
- Good analytical skills and ability to make sound and fair judgment based on available information.
- Ability to work under pressure with a minimum supervision.
- Ability to work in a team and to motivate subordinate staff.
- Good organizational skills and demonstrated ability to work effectively with rural communities and other stakeholders.
- High level of commitment to the delivery of facilitative services for community development.
- Ability to communicate effectively both orally and in writing.
- Ability to deal with people with tact and diplomacy and gender sensitive

- Ability to work with various computer software packages necessary for the job.
- High standards of ethical conduct.

Written Examination and Interview

Prospective candidates may 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 other supporting documents and references, addressed to:

The Director, ILO Jakarta
Attn: INS/06/M50/NET
Email: HRDJKT@ilo.org
Fax: 3100766

Closing date: 13 June 2009

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