



International Labour Office
Jakarta

VACANCY ANNOUNCEMENT NO. 2009 - 23

Post Title:	Local Project Assistant
Project Title:	Support to the Indonesian Time Bound Program on the Elimination of the Worst Forms of Child Labour (INS/07/03P/USA)
Duration:	12 months (with the possibility of extension)
Duty Station:	Bandung, West Java
Starting Date:	01 December 2009
Grade:	GS - 7

Background

The ILO's International Programme on the Elimination of Child Labour (IPEC) has been active in Indonesia since 1992. IPEC is currently implementing a four-year project to provide further support for the implementation of the Indonesian National Plan of Action on Elimination of Child Labour, specifically its second phase (2008-20112). The project is based in Jakarta, with field-level activities are implemented in DKI Jakarta, West Java, East Java, Lampung and North Sumatra provinces. The project collaborates with the ILO's constituents (Government agencies and Employers' and Workers' Associations), NGOs, academic institutions, and other civil society organizations.

The position

Under the direct supervision of the project's Chief Technical Advisor and the general guidance of the Director of the ILO Jakarta Office, the Local Project Assistant (LPA) is responsible for providing support to partner agencies in the implementation of action programmes for direct targeted interventions in West Java province. S/he will work closely with IPEC project staff in Jakarta and other ILO staff on all programming, operational and financial aspects of the project. It is expected that IPEC project staff based in Bandung will frequently visit the project area to offer technical backstopping.

The LPA will undertake the following tasks:

General

- Coordinate direct targeted interventions to withdraw and prevent children from child domestic labour and child trafficking for commercial sexual purposes in the target province/district. This will require the development of Action Programmes (AP) in close consultation with the partners, coordination with the implementing agency, overall monitoring of implementation and necessary coordination with the relevant stakeholders.
- Coordinate policy advocacy and capacity building activities for the elimination of child labour in general and child domestic labour and child trafficking in particular in the target province/district.
- Cooperate closely with the National Chief Technical Advisor, the Programme Officer on Education, and the Monitoring and Evaluation Officer to ensure programming support and administrative backstopping for implementation of the national advocacy strategy and other direct targeted interventions in provinces and districts.

Specific

Planning:

1. Assemble data required for preparing draft Action Programme proposals, including different approaches and alternative methods for AP design, problem identification and problem resolution within the parameters set out in the project document and in the IPEC Programme Operations Manual.
2. Identify opportunities to further support the stakeholders in developing local policies for child labour elimination and discuss with the National Chief Technical Advisor on how the Project could respond to such opportunities.
3. Update the project workplan regularly, in response to challenges and feedback, to ensure effective implementation of the project.

Implementation:

3. Assist the National Chief Technical Advisor, the Programme Officer on Education and the Monitoring and Evaluation Officer to implement project workplan activities with the partners, including:
 - a. Ensuring effective coordination of action programmes in order to deliver integrated and comprehensive interventions;
 - b. Maintaining a close working relationship with the partner organizations and pay regular project site visits;
 - c. Assisting the Chief Technical Advisor and other Jakarta-based staff in organising stakeholder meetings/exercises, identifying possible partner agencies for provincial and district activities in the planning, implementation, monitoring, backstopping and evaluating activities;

- d. Participating in seminars, workshops, trainings and meetings on child labour and education issues
- e. Serving as a focal point for selected technical subjects and attending relevant inter-agency meetings to promote ILO policies regarding child labour;
- f. Drafting, editing in, or translating into local language(s) news releases, official correspondence, statements and speeches and other public information materials.

Monitoring, Evaluation and Reporting:

- 4. Monitor progress of project activities by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
- 5. Assist the Chief Technical Advisor and other Jakarta-based staff to identify problems in project implementation and propose feasible solutions.
- 6. Assists in preparing inputs for technical briefs, periodical reports, technical reports and statistical data on status of programme/project activities. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements.
- 7. Brief ILO specialists, project experts, associate experts and visiting officials and provide relevant information on programme matters.
- 8. Assist the Chief Technical Advisor and other Jakarta-based staff in the preparation of budget estimates and expenditure forecasts.

Other Responsibilities:

- 9. Perform other duties as may be assigned by the Chief Technical Advisor and the Director of ILO Jakarta.

3. Experience and qualifications

- Education - University degree in a relevant field
- Experience – Four to five years of professional experience in international development cooperation programmes, preferably with strong technical background in education and/or child labour.
- Languages - Excellent written and spoken command of English and Bahasa Indonesia.
- Familiarity with accounting procedures is a distinct advantage.
- Competencies
 - Good knowledge of programme and budget, project formulation and monitoring, and administration techniques and practices. Demonstrated ability to plan, implement, manage, monitor and evaluate project activities and expenditure.
 - Familiarity with labour issues, in particular child labour and youth employment.
 - Good knowledge and experience regarding gender mainstreaming.

- Ability to share knowledge in the spirit of building on relevant experience and expertise of others inside and outside the project as well as sharing knowledge with others.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with government and social partners at local level.
- Excellent drafting skills.
- Good communication and presentation skills, both written and verbal, in English and Bahasa Indonesia.
- 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

General Services level 7 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 in Jakarta and be interviewed.

Application

The ILO promotes equal employment opportunities. Therefore, qualified women and men are encouraged to apply and submit their application along with CV, other supporting documents and references, addressed to:

INTERNATIONAL LABOUR OFFICE

Email : hrdjkt@ilo.org

Fax : 310 0766

Closing date: 14 October 2009

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