



VACANCY ANNOUNCEMENT 2009 –31

Facilitator

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| Post title: | Facilitator (National Post, 4 positions) |
| Project: | Nias Islands Rural Access and Capacity Building Project (Nias-RACBP) |
| Duration: | The scheduled completion date for the Project is June 2012. The initial contract will be awarded for a period of one year (with a 3-months probation period), and contract extension will be subject to a satisfactory performance |
| Duty Station: | One of the 4 rural districts of Nias Islands, with extensive travel within the district and occasional travel to the other districts of Nias Islands |
| Grade: | GS-4 |
| Starting date: | 2 posts November 15, 2009 and 2 posts March 1, 2010 |

General Project Information

The Nias Islands Rural Access and Capacity Building Project (Nias-RACBP) is funded by the Multi-Donor Fund for Aceh and North Sumatra (MDFANS) and focuses on the improvement of the strategic rural transport network in Nias Islands. The budget for the Nias-RACBP is US\$ 10 million and the Project needs to be completed in June 2012. The Project will be implemented in three selected clusters in the North, South and Western Part of Nias Island.

The envisaged Project activities will contribute to post-disaster economic recovery and poverty alleviation for the communities of Nias Islands that were affected by the tsunami and the earthquake. The Project Development Objective of Nias-RACBP is for residents of the participating districts to utilize improved rural transport infrastructure and services and to benefit from better access to economic and social services and facilities.

The main construction activity of the Project is the improvement of selected strategic rural access roads, river crossings and foot bridges. In addition a small cultural heritage sub-component is included. Local resource-based approaches and methods will be used in the construction of the works.

The training and capacity building activities of the Project aim at enhancing the capacity of the involved local government agencies at district and sub-district level (Public Works Department and Bappeda), small-scale contractors, their staff, potential future supervisors, local communities and ILO's own newly recruited local project staff in the planning and delivery of investments in the rural roads network. The main delivery modality will be through on-the-job training and mentorship.

For project management and implementation, a Project Management Unit (PMU) will be established for the Project in Genung Sitoli in Nias Islands. This RACBP Nias-PMU will be headed by an international Team Leader. The organizational set-up of the Nias-PMU includes four functional sections for the delivery of the Project. These are: i) Training and Capacity Development Section; ii) Engineering Section; iii) Planning & Community Development Section, and; iv) Cultural Heritage Section. In addition, a Project Implementation Support Section will be established at the Nias-PMU to provide various financial, administrative, contract management, logistics and procurement support. The Project Implementation Support Section will also be responsible for monitoring and evaluation functions. Programming, administrative and financial implementation support will also be provided through the ILO Jakarta Office. At full staffing strength, the Nias-PMU Office will include 12 professional staff (2 international and 10 national) and 35 support staff (national).

General Duties and Responsibilities

The Facilitator will work under the daily supervision of the Community Development Specialist of the Planning and Community Development Section of the Nias-PMU. For those periods that a Community Engagement Consultant is contracted by the Nias-PMU, the Facilitator will also work under his/her guidance and direction. The Facilitator shall report to the Community Development Specialist and the Community Engagement Consultant. The Facilitator shall ensure that the Project's facilitation activities are well coordinated with the activities of the other Nias-PMU staff. General duties and responsibilities of the Facilitator are:

- Community consultation and organization regarding the planning and implementation of the construction works under RACBP, including cultural heritage infrastructure works;
- Facilitating and supporting the process of interaction between the involved communities and the concerned district and sub-district government officials.

Specific Duties and Responsibilities

Within the framework of his/her overall responsibilities, the specific duties and responsibilities of the Facilitator are:

- Facilitate and provide inputs, as per work plan, regarding community socialization and participation, with respect to the identification, field-verification, prioritization, selection, planning, implementation and handing-over of the construction and maintenance works;
- Facilitate and provide inputs regarding the interaction between concerned district/sub-district government officials and involved communities, and, where relevant, between different villages, regarding the various community socialization and participation processes and activities;
- Facilitate and provide inputs regarding the orientation of selected small contractors with respect to their duties and responsibilities towards the communities regarding the recruitment and employment of local labour;
- Facilitate and provide inputs regarding the dissemination of information on issues like the recruitment of labour, gender issues, conflict resolution, complaints handling and adherence to environmental and social safeguards;
- Regularly inform the National Community Development Specialist and the Community Engagement Consultant about the progress and suggest or initiate corrective action regarding identified constraints or problems;

- Provide inputs for the organization of workshops and facilitate workshops with communities, concerned government officials and/or contractors;
- Facilitate and support the preparation of attendance lists of meetings, minutes or records of meetings, including decisions taken regarding to those meetings, and facilitate and/or follow-up on the implementation of the decisions taken during those meetings;
- As and when required, provide inputs regarding capacity building and training activities related to community facilitation;
- Where relevant, coordinate facilitation activities with Nias-LEDP and other relevant projects;
- Accompany internal and external missions to the Project's sites, as and when required;
- Provide the National Community Development Specialist with brief written progress reports in a prescribed format. As and when required, provide inputs to other reporting and with monitoring and evaluation tasks;
- Undertake any other activities, as directed by the National Community Development Specialist of the Community Engagement Consultant, which are relevant to, and in line with, the overall responsibilities and duties of the Facilitator.

Experience and qualifications

The Facilitator needs to have a completed secondary school education, supplemented by diploma-level courses in community participation and/or other relevant vocational training. A minimum of 5 years of relevant experience as community facilitator is required. Proven experience and knowledge of community participation and facilitation processes is necessary. Prior relevant experience with an UN agency or an international NGO is an advantage. Considering the nature of the position, preference will be given to qualified candidates who are either residents from Nias islands or who have at least 3 years of relevant working experience as a community facilitator in Nias Islands.

Competencies and Skills

- Demonstrated community facilitation skills;
- Proven knowledge and experience with various participatory facilitation techniques;
- Ability to perform effectively under pressure and with minimum supervision;
- Demonstrated ability to take initiatives;
- Ability to establish and maintain good and harmonious working relations with communities and with local government staff;
- Good understanding of gender mainstreaming concepts in community facilitation;
- Ability to work with MS Word, MS Excel and GIS mapping including use of handheld GPS receivers;
- Knowledge on gender mainstreaming;
- Working knowledge of written and spoken English;
- Good working knowledge spoken and written Bahasa Nias,
- Proficiency in written and spoken Bahasa Indonesia;
- Proven record of physical fitness to effectively undertake or participate in field-related assignments and work, including extensive walking in remote areas and under hot and humid climatic conditions;
- Willingness to stay in temporary lodgings in village locations for extended time periods.

Remuneration

General Service Level 4 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 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

Or by postal services to:

1. ILO
PO Box 1075
Jakarta 10010

or 2. ILO Project Nias
Musium Pusaka Nias
Jl. Yos Sudarso No. 134 A
Gunung Sitoli

Closing date: 04 November 2009

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