



## VACANCY ANNOUNCEMENT 2009 –32

### Training Instructor

<b>Post title:</b>	<b>Training Instructor (National Post, 1 Position)</b>
<b>Project</b>	<b>Nias Islands Rural Access and Capacity Building Project (Nias-RACBP)</b>
<b>Duration:</b>	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
<b>Duty Station:</b>	Gunung Sitoli (Nias Islands), with extensive travel to other districts of Nias Islands, and occasional travel to North Sumatra (Medan).
<b>Grade:</b>	<b>GS - 6</b>
<b>Starting date:</b>	<b>December 1, 2009</b>

#### 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 Gunung 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 Training Instructor will work under the direct supervision and guidance of the Training Engineer to whom he/she shall report. The Training Instructor will supervise the Mobile Construction Trainers on a day-to-day basis. They will be responsible for the planning, implementation and supervision of the Nias-PMU's training and capacity building activities. The Training Instructor shall undertake his/her class room and on the job training activities that are "demand driven" by the needs of the project.

### **Specific Duties and Responsibilities**

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

- Supervise the work of the Mobile Construction Trainers and other staff involved in the training and capacity building activities, monitor their performance and outputs and, as required, take corrective action;
- Conduct agreed specific in-house orientation and training session to the ILO Nias-PMU staff involved in training and capacity building activities;
- Assist the Training Engineer in assessing the performance of the Mobile Construction Trainers and other staff involved in the PMU's training and capacity building activities;
- Assist in the preparation of the training and capacity building strategy and related work plans and budgets;
- Provide inputs to the preparation of the Nias-PMU Operational Manual regarding training and capacity building related modalities, procedures and responsibilities;
- As directed by the Training Engineer design specific training courses (or parts of them) for the different targeted groups of trainees;
- Coordinate the preparation and/or adaptation of training manuals and provide leading inputs in the preparation of these training manuals;
- Supervise and monitor the quality and timeliness of the delivery of the training and capacity building activities and, in close consultation with the TL and/or the Deputy TL, take corrective action as required;
- Undertake assessments of the efficiency, quality, relevance and cost-effectiveness of the provided training courses and, as and when required, adapt the training approaches, activities and/or training materials;
- Develop and/or adjust tests for testing the skills and competencies of the trainees, prepare and award certificates, and report on the outcome of the tests;
- Ensure that the required logistic support and training materials/equipment are timely available for the implementation of the training and capacity building activities;
- Closely liaise and coordinate the planning and implementation of training and capacity building activities with the targeted beneficiary groups, i.e. the district-level Public Works

staff, staff from the Camats' Offices, contractors and their staff, involved communities and other stakeholders;

- Coordinate training and capacity building activities with the Nias-LEDP and with other relevant projects and initiatives in Nias Islands to ensure that synergies and complementarities are maximized and that duplication and redundancy is avoided;
- Provide inputs in the preparation of work plans, progress reports and other technical or monitoring and evaluation reports, in relation to the activities of the Training and Capacity Development Section of the Nias-PMU;
- Provide lead support and/or coordinate the organization and implementation of workshops, seminars, class-room training and study tours related to the PMU's training and capacity building activities;
- Prepare project briefs, news releases, official correspondence and translations, as and when required, for activities related to RACBP's training and capacity building activities;
- Provide inputs and assist the TL and the Deputy TL with the dissemination of information about the outputs and outcomes of the PMU's training and capacity building activities, internally and externally (donors, government, other stakeholders);
- Accompany internal and external missions to the Project's sites, as and when required;
- Undertake any other activities, as directed by the TL or the Deputy TL, which are relevant to, and in line with, the overall responsibilities and tasks of the Training Instructors;

### **Experience and qualifications**

The incumbent needs to have either a degree in civil engineering (preferably in road construction), supplemented with proven knowledge and experience in the field of adult education and vocational training, or a degree in vocational training, supplemented with proven relevant experience the rural roads construction sector. A minimum of 6 years of relevant experience, including at least 3 years experience in the rural roads construction sector, is required. Prior relevant experience with an UN agency or an international NGO is considered an advantage. Prior working experience in Nias Islands is considered an asset. Prior experience in training of adults is essential for this position and it is expected from the holder of this position that he/she will take all necessary steps towards the improvement of his/her own skills and capacity in training delivery. This shall include undergoing Training of Trainer (ToT) programs concurrently with the duties of the Training Instructor.

### **Competencies and Skills**

- Demonstrated very good training and facilitation skills - in similar project environments - both regarding formal and informal training and facilitation and also on Training for Trainers (TOT) training;
- Proven knowledge and experience with various training techniques, including participatory training/facilitation, mentoring/coaching and TOT;
- Demonstrated ability to design, organize, implement, coordinate and supervise training and capacity building programmes/plans in project settings similar to RACBP;
- Good analytical skills: Ability to interpret project information, to identify and analyze project implementation problems in time, and to identify and implement practical, efficient and effective solutions to such problems;
- Good reporting skills: Good drafting skills and demonstrated ability to prepare qualitatively good and concise reports;
- Ability to perform effectively under pressure and with minimum supervision;
- Ability to establish and maintain good and harmonious working relations and lead team building initiatives with local and international staff and the ability to communicate effectively with different levels of staff;

- Very strong demonstrated communication and presentation skills, both orally and in writing;
- Demonstrated ability to work and communicate with people in a polite, courteous and cooperative manner;
- Familiarity with gender mainstreaming concepts in training and capacity building. Prior experience in training of women in construction works is considered an advantage;
- Ability to work with MS Word, MS Excel and MS Power Point
- Fluent in both spoken and written English;
- 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 undergo ToT training

### **Remuneration**

General Service Level 6 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](mailto: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**