



## VACANCY ANNOUNCEMENT 2009 –33

### Contract Administrator

<b>Post title:</b>	<b>Contract Administrator (National Posts, 2 positions)</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>	1 post Teluk Dalam and 1 post Gunungsitoli with frequent field visits within cluster area
<b>Grade:</b>	<b>GS-5</b>
<b>Starting date:</b>	<b>Post Teluk Dalam: February 1, 2010 Post Gunungsitoli: July 1, 2010</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 Contract Administrator will work under the daily supervision of, and report to, the respective Cluster Engineer. On filing, record keeping and forwarding of documents, the Contract Administrator shall follow the instructions of the Senior Contract Administrator. The Deputy Team Leader will provide overall direction and guidance to the Contract Administrator. The Contract Administrator will be responsible for the preparation and administration of the all contracts for construction and maintenance works that are being implemented by the Nias-PMU within his/her cluster.

### **Specific Duties and Responsibilities**

Within the framework of his/her overall responsibilities, the specific duties and responsibilities of the Contract Administrator related to the preparation and contract management of contracts awarded to private contractors and communities are:

- Assist the National Engineers and the Deputy Team Leader in the preparation of tender documents, announcements to tender and other documentation related to the tendering procedures, including documentation related to contract preparation and the processing and awarding of contracts;
- Process variation orders on contracts;
- Assist with the preparation of documentation for processing and awarding community contracts;
- Maintain office administrative files, accounts and official records;
- Draft routine correspondence on administrative matters;
- Assist in the preparation of trainings and seminars for contractors and communities on contract management;
- Receive the incoming bid on behalf of the TL
- Act as the secretary in bid evaluation meetings and prepare the evaluation minutes;
- Assist in the translation of technical documents;
- Ensure that timely payments to contractors and communities are made;
- Keep records of payments and commitments to contractors and communities;
- Ensure timely payments to the contractors;
- Maintain and regularly update the Nias-PMU contract management database;
- Provide inputs to progress reports, in particular with regards to the status of the contracts and financial commitments and expenditures incurred for awarded contracts;
- Perform any other duties relevant to the assignment, as instructed by the Project Officer or the Deputy Team Leader.

## **Experience and qualifications**

A college degree in civil engineering or a diploma in a relevant discipline and at least 5 years of experience as contract administrator for construction works, preferably in the roads sectors. Familiarity with local resource-based rural road construction works is an advantage and prior experience with the UN or an international NGO is considered an asset.

## **Competencies and Skills**

- Knowledge of office administrative procedures, accounting procedures and contract management procedures and documentation;
- Knowledge of procedures for preparing and maintaining computerized filing systems;
- Ability to deal with confidential matters with discretion
- Knowledge on gender mainstreaming;
- Good oral and written communication skills and ability to communicate with different staff levels;
- Demonstrated contract management and accounting skills;
- Good computing skills, in particular regarding the establishment and maintenance of computerized accounting and contract management information systems;
- Good organizational skills and ability to work efficiently and effectively with limited supervision;
- Good working knowledge of spoken and written English and Fluency in Bahasa Indonesia;
- Willingness to acquire further in-depth knowledge on ILO's administrative and financial rules and regulation concurrently with duties as the Senior Contract Administrator and readiness to attend contract administration skills training courses as deemed necessary

## **Remuneration**

General Service Level 5 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**