



VACANCY ANNOUNCEMENT 2009 –38

Planning and Community Development Specialist (National)

Post Title:	Planning and Community Development Specialist (National)
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:	Gunung Sitoli (Nias Islands), with extensive travel to other districts of Nias Islands, and occasional travel to North Sumatra (Medan)
Grade:	National Professional Officer – A (NO-A)
Starting date:	As soon as possible

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 National Planning and Community Development Specialist shall work under the direct supervision and guidance of the international Team Leader (TL) to whom he/she shall report. The Community Development Specialist will supervise the Project's Facilitators on a day-to-day basis. The Community Development Specialist shall carry out his/her tasks and responsibilities in close coordination and consultation with TL and the Deputy TL, the other Sections of the Nias-PMU, ILO consultants and technical backstopping staff, and with the involved government staff, contractors and communities. General duties and responsibilities of the National Community Development Specialist include:

- The planning, coordination, implementation and supervision of the activities of the Planning and Community Development Section of the Nias-PMU;
- Establishment of an effective coordination with involved Government officials at district and sub-district level, with involved communities, with the Nias-LEDP and with other relevant initiatives and projects in Nias Islands;
- In co-operation with the section head of the Engineering Section organize the relevant needed baseline surveys and establish the project's own GIS database under maximum utilisation already available information collected by local government departments and other project e.g. ETESP, NRP and others;
- Facilitation of the sub-project identification, prioritization, selection and implementation processes and activities;
- Providing guidance, coordination and supervision of activities related to RACBP's principles and practices regarding equal access to job opportunities, adherence to social safeguards, conflict resolution and the promotion of women's involvement in decision making and in engagement as construction workers in the construction works.

Specific Duties and Responsibilities

Within the framework of his/her overall responsibilities, the specific duties and responsibilities of the National Community Development Specialist are:

- As required, assist with the recruitment of the Facilitators of the Nias-PMU;
- Collecting of documents and reports containing data related to the progress of the accomplishment of each outcome's indicators as set out in the RACBP PRME Framework as well as for general program progress reporting;
- As member of the RCCB management team collect relevant data to support reporting on the completion of project objectives and take charge with reporting of feature stories from the fields on the benefits of RACB;
- Review technical designs prepared by the Engineering section and provide feedback as necessary regarding community and safeguard issues;
- Support, guide and supervise the work of the Facilitators, monitor and assess their performance and outputs and, as required, take corrective action;

- Provide in-house orientation and training to the ILO Nias-PMU Facilitators and other RACBP staff involved in the community planning and development activities;
- Assist the TL and/or the Deputy TL with the performance assessment of the Facilitators;
- Prepare a community planning and development strategy and related work plans and budgets (consultancy support inputs are foreseen for this activity);
- Provide inputs to the preparation of the Nias-PMU Operational Manual regarding community planning and development related issues;
- Design and/or coordinate the design of specific community planning and development courses for the different groups of participants;
- Provide leading inputs and coordinate the process of preparing and/or adapting manuals, modules and guidelines related to community planning and participation activities/processes;
- Manage, coordinate, supervise and monitor the quality and timeliness of the delivery of the community planning and development activities. This includes activities related to:
 - Community socialization and participation;
 - The orientation of involved local government officials and contractors
 - Facilitation of coordination between local government, communities and contractors)
 - The organization and facilitation of workshops and meetings;
 - Identification, prioritization and selection of sub-projects;
 - Recording and implementing decisions that result from the outcome of community engagement.
- Assess the efficiency, quality, relevance and cost-effectiveness of the community planning and development activities and, as required, adapt the approaches, work plans, and/or guidelines;
- Ensure that required logistic support and other inputs are available for scheduled activities;
- Provide inputs in the preparation of work plans, progress reports and other technical or monitoring and evaluation reports;
- Prepare project briefs, news releases, official correspondence and translations, as and when required, for activities related to RACBP's community planning and development 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 community planning and development 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 Community Development Specialist;

Experience and qualifications

The incumbent must have a degree in planning, rural development, engineering or in another field relevant to the provision of rural transport infrastructure. A minimum of 6 years of relevant experience regarding community-based participatory planning and implementation in rural infrastructure projects is required. Relevant experience with the UN or an international NGO/consulting firm as a community development specialist in rural roads development and capacity building projects that are similar to RACBP is considered an important advantage. Prior experience in leading or facilitating district and sub-district level development planning meetings such as the KDP Musrenbang Kecamatan or similar capacity building activities is an asset.

Competencies and Skills

- Demonstrated facilitation and presentation skills in similar project environments;

- Proven knowledge and experience with various participatory methods and techniques;
- Demonstrated ability to design, organize, implement, coordinate and supervise participatory processes and activities in project settings similar to RACBP;
- 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 drafting skills and demonstrated ability to prepare qualitatively good and concise reports in English and Bahasa Indonesia;
- Ability to perform effectively under pressure and with minimum supervision;
- Sound knowledge and understanding of gender mainstreaming issues;
- Ability to establish and maintain good and harmonious working relations and lead team building initiatives with local and international staff
- Good communications skills and ability to communicate effectively with different levels of staff;
- Familiarity with gender mainstreaming concepts in participatory processes. Prior experience with participatory processes and activities regarding the (promotion of the) involvement of women in construction works in infrastructure development is considered an advantage;
- Ability to work with MS Word, MS Excel , MS Power Point, data management programs and GIS mapping including use of handheld GPS receivers;
- 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.

Remuneration

National Officer Level A 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