



VACANCY ANNOUNCEMENT

2009 – 039

National Project Coordinator

Post Title:	National Project Coordinator
Project Title:	Assessing and addressing the effects of trade on employment (3 years project)
Executing Agency:	International Labour Organization (ILO Jakarta)
Duration:	12 month with possibility of extension
Grade:	NO-B
Starting date:	1 December 2009 or earliest possible

A. Background and Rationale

The ILO is implementing a four-year project on “Assessing and addressing the effects of trade on employment” funded by the European Commission, EuropeAid. The proposed project will develop global knowledge tools that can support the formulation of coherent trade and labour market policies that address the adjustment challenges and expand opportunities for the creation of decent employment at the national level, based on sound data and diagnosis and with the involvement of the social partners. Actions will be taken at the global level and in four pilot countries, to strengthen the capacity of policy makers, researchers and the social partners to assess, address and monitor the effects of trade on employment.

To ensure the effective management of the project at the national level and to support the collection of data and the preparation of country studies, the ILO will appoint a National Project Coordinator. The National Project Coordinator will implement the project’s activities on trade and employment in Indonesia, one of the four pilot countries. The incumbent will work under the overall supervision of the project’s Chief Technical Advisor in Geneva, Switzerland, as well as under the supervision of the ILO-Jakarta Director and the Employment Specialist.

B. Main Duties

The principle duties of the national officer will be project coordination and economic analysis.

Project coordination:

1. Coordinate all project activities in Indonesia. Ensure effective implementation of the project and work plan through timely and efficient delivery and pro-active involvement.
2. Establish a policy working group that includes government officials as well as experts. Organize corresponding meetings and participate actively.
3. Organize trainings in collaboration with ILO-ITC Turin and other meetings.
4. Ensure coordination of activities with other ILO and UN interventions, EC Services and social partners. Keep close contacts with representatives from the Government.
5. Participate, where, possible in government and social partners advocacy meetings and provide, as appropriate, technical advice for the information and implementation of national policies that contribute to enhancing coherent trade and labour market policies.
6. Exchange information on the work developed in Indonesia through the preparation of notes and participation in regional and international seminars on the establishment of a global methodology for assessing trade effects on employment.
7. Prepare work-plans, progress reports, final report and other relevant information for the project. Prepare budget estimates and expenditure forecasts and report on delivery and disbursements.
8. Support the ILO-EC project on "Monitoring and Assessing Progress on Decent Work, MAP" and cooperate with the MAP CTA.
9. Any other business including administrative work to ensure the success of the project.

Economic analysis and training:

1. Contribute to training seminars on trade and employment.
2. Collect data and qualitative information about employment, wages, other labour market data, trade and trade agreements from various sources.
3. Prepare a background note that takes stock of available data, provides descriptive or if possible quantitative analysis of the Indonesian labour market and its international trade, and discusses methodologies that can be used to assess the employment effects and adjustment costs of trade liberalization.
4. Support the preparation of a country study on the impact of trade on employment in Indonesia which is to be prepared by a national and/or international experts. Support the identification of these experts.
5. Conduct analysis of the political challenges of a coherent trade and labour market policy in Indonesia and support the implementation of coherent policies.

C. Qualifications:

Education: Advanced university degree in economics, business administration, political science, statistics, international relations or another relevant field.

Competencies:

- High level of integrity, professionalism, personal discipline and impartiality
- Demonstrated ability to implement and manage technical co-operation projects, including negotiations with governments, and social partners.
- Good knowledge of economics or labour market and trade issues and relevant data. Familiarity with Indonesian national statistics. Strong analytical skills.

- Ability to train people.
- Good computer applications skills including Word and PowerPoint. Knowledge of MS Excel, Access, STATA or other statistical software an asset.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently as well as a member of a team. Organizational skills. Ability to deal with people with tact and diplomacy.
- Commitment to gender equity;
- Good knowledge of Indonesian political reality an asset.

Experience: At least six years of professional experience at the national level in the occupational area.

Language: Fluency in national language and an advanced knowledge of English is required.

D. Remuneration

NO-B of the UN common system remuneration system.

E. Interview and Written Examination

Prospective candidates will take part in an interview and can be required to sit a written examination.

F. Application

Qualified women and men are encouraged to apply and submit their CV along with a cover letter to:

The Director, ILO Jakarta
Attn: ILO-EC ETE project
Email: HRDJKT@ilo.org
Fax: (62-21) 3100766

Closing date: 12 November 2009

Please write down the Vacancy number as the subject of the E-mail

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