



VACANCY ANNOUNCEMENT
No. 2007 - 13

Post Title:	National Programme Coordinator – Enterprise Development
Project Title:	Employment-intensive growth for Indonesia: Job Opportunities for young women and men (INS/06/M50/NET)
Executing Agency:	International Labour Organization
Duration:	12 months with possibility of extension
Duty Station:	Jakarta, Indonesia with extensive travel to the target programme province
Starting Date:	15 July 2007
Grade:	NO-B

Background

Despite better macroeconomic performance in recent years, Indonesia's open unemployment rate has risen from 8.1 % in 2001 to 10.4% in 2006, and the country faces an underemployment rate of 30 per cent. The youth unemployment rate is three times higher than for the general population, at 30.6%. The government of Indonesia has shown a strong commitment to addressing the challenges of youth employment, becoming one of the first nations to volunteer to be a lead country in the Youth Employment Network (YEN) and developing an Indonesia Youth Employment Action Plan.

The ILO Jakarta will implement a four-year technical cooperation programme, *Employment-intensive growth for Indonesia: Job opportunities for young women and men*, funded by the Government of the Netherlands through the ILO-Netherlands Cooperation Programme (INCP), to support the country's initiatives. The Programme forms an integral part of ILO support to the implementation of Indonesia Decent Work Country Programme by Government of Indonesia, Employers' Organization, Workers' organizations.

The programme has a dual and mutually-reinforcing strategy. On one hand, the programme will seek to mainstream decent and productive employment for youth into national economic and social policies, including through the adoption and implementation of national employment strategy. On the other hand, the programme will support sub-national policy-makers in the Indonesian province of East Java to develop youth employment policies and strategically planned, locally-driven, partnership approaches to creating decent employment for young people.

The Programme will be implemented as an integral part of the ILO's work in Indonesia guided by the Indonesia Decent Work Country Programme. It will draw from achievements of other ILO initiatives in Indonesia and seek to replicate those in the Programme's targeted province.

THE POSITIONS

The ILO is hiring a National Programme Coordinator—Enterprise Development (NPC—Ent Dev). The NPC-Ent Dev will work as a member of the ILO Jakarta Office core team and as an immediate

member of the Programme team, led by a Labour Economist/Programme Manager. Other team members include the Local Economic Development Specialist, Local Project Coordinator based in the Programme's targeted province and an administrative assistant. The Programme team will work closely with the team of ILO Programme Officers and technical cooperation projects throughout Indonesia. Technical component of the work will be supported by other specialists in ILO Jakarta, the ILO Sub Regional Office, Manila, the ILO Regional Office, Bangkok, and ILO HQ staff as appropriate. The ILO Jakarta Office Director provides an overall supervision to the programme implementation.

The National Programme Coordinator—Enterprise Development will be contribute primarily to the achievements of the Indonesia Decent Work Country Programme Priorities 2: Employment Creation for Poverty Reduction & Livelihoods Recovery, especially for Youth in close collaboration with various ILO project teams in Indonesia and Dili. S/he will develop a result-based workplan aligned with the following technical areas of responsibilities:

- Youth Employment programme initiatives in Indonesia and Timor Leste by coordinating programme activities closely with relevant projects particularly STAGE, EAST, IPEC, and SYB-YE (Aceh) Projects
- Enterprise development tools and strategy development, that mainstream gender concerns, by supporting the implementation of relevant projects in Aceh, Dili, and Papua.

DUTIES/RESPONSIBILITIES

The National Programme Coordinator—Enterprise Development will be responsible for overall technical coordination of work related to Enterprise Development and Youth Employment.

General responsibilities will be:

- Assist in the programming and control of programme resources, prepare budget estimates and expenditure forecasts by analyzing and monitoring resource status as compared to planned activities and by making recommendations to the CTA for remedial action.
- Review and analyse national development plans and priorities, socioeconomic data, reports and other relevant information; contribute creative ideas for mainstreaming gender equality concerns; identify potential new areas of action and collaboration with other programmes, and provide written analysis on the findings to the CTA.
- Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of programme activities.
- Assemble and edit basic data required for planning and negotiation of programme activities, considering different approaches and alternative methods for programme design, management, problem identification and problem resolution. Follow-up on delayed documents, clarify information, answer questions about clearance and processing requirements, and initiate action as required.
- Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
- Manage and oversee the preparation of conferences, seminars, workshops, training sessions and meetings for the programme at national and where necessary at the provincial level. Speak on behalf of the ILO when attending these gatherings alone. Serve as a focal point for technical subjects (child labour/education, skills and entrepreneurship), attend meetings, workshops and inter-agency meetings, and present reports and papers.

Specific responsibilities will be:

- 1) Contribute to the development of the programme 4-year and biennium workplans and resource planning as related to the Programme *Employment-intensive growth for Indonesia: Job opportunities for young women and men* and the Indonesia Decent Work Country Programme Priority 2.

- 2) Coordinate on technical issues with various ILO offices particularly the ILO SRO-Manila, ILO technical units, ILO Regional Office for Asia and Pacific and TC Projects in Indonesia and Timor Leste
- 3) Provide technical support to the implementation of TC projects with youth employment and enterprise development themes in Indonesia and Timor Leste
- 4) Work with INCP team in development of action programmes for financing by the INCP programme
- 5) Monitor and review progress made by TC projects with youth employment and enterprise development themes
- 6) Monitor budget delivery and revise budget of the INCP project
- 7) Participate in meetings and seminars related to youth employment and enterprise development as resource persons
- 8) Organize meetings and seminars
- 9) Undertake backstopping and programming missions in Indonesia and Timor Leste and participate in evaluation missions
- 10) Contribute to the preparation of progress report for the INCP project
- 11) Identify and troubleshoot issues and difficulties faced by TC projects with youth employment and enterprise development themes
- 12) Development related enterprise development training curriculum with national and international experts and act as trainer when necessary
- 13) Provide translation support on technical areas and in high-level meeting
- 14) Compile good practices and lessons learned on enterprise development and development relevant technical publications for public dissemination and use as guidance in new project
- 15) Perform other duties that may be assigned by the Programme Manager of the INCP project and the Director of the ILO Jakarta Office that contribute to the effective and efficient implementation of project objectives.

EXPERIENCE AND QUALIFICATIONS

Education: Advanced university degree in international development, business management and administration, social sciences, and other relevant fields

Experience: Eight to ten years of professional experience in international development cooperation programmes, preferably with strong technical background in youth employment and entrepreneurship

Languages: Excellent command of English. Knowledge of Bahasa Indonesia an advantage.

Competencies: Sound knowledge of economic and social conditions of various countries; demonstrated skills and ability to perform complex analyses on a wide range of factors, requirements, policies and priorities for the assessment and implementation of projects/programmes; familiarity of ILO gender mainstreaming strategy; excellent trouble-shooting and problem solving skills; ability to advise national governments and donor agencies on technical cooperation processes and requirements and project formulation and feasibility; ability to represent the office; ability to plan and organize work and to provide guidance and training to staff members; excellent report-writing skills and excellent communication and leadership skills; computer literacy required.

Conditions: The post is subject to ILO conditions of service at NO-B level. Initial offer will be for a 12 month period with possibility for extension, subject to fund availability.

Written Examination and Interview

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

Application

Qualified women and men are encouraged to apply and submit their application along with CV and other supporting documents and references, addressed to:

The Director, ILO Jakarta
Attn: INS/06/M50/NET
P.O. BOX 1075, Jakarta 10010
Email: jakarta@ilo.org
Fax: 3100766

Closing date: 14 June 2007

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