



VACANCY ANNOUNCEMENT
No. 2007 - 16

Post Title:	Local Programme Coordinator
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 (3 months probation period) with the possibility of extension
Duty Station:	Surabaya, Indonesia
Starting Date:	1 August 2007
Grade:	NO-A

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%. 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 subnational 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 POSITION

The ILO is hiring a Local Programme Coordinator to coordinate and manage the implementation of the *Employment-intensive growth for Indonesia: Job opportunities for young women and men* programme in the province of East Java. The incumbent will assume responsibility for the

provincial and district-level activities of the programme, ensuring timely and effective delivery of activities and outputs based on quality management systems as well as strengthening technical cooperation with local constituents, social partners and (where applicable) international agencies and donors.

Another important element of the incumbent's work will be to work as a member of the ILO Jakarta Office core team, performing all liaison and representative functions for the ILO in the province of East Java, and fostering collaboration and knowledge sharing between programmes.

The incumbents will report to the Labour Economist / Programme Manager of the Programme Team. Other team members include the Local Economic Development Specialist, the National Programme Coordinator – Enterprise Development, the National Economist, and the Finance/Administrative Assistant. The ILO Jakarta Office Director provides an overall supervision to the programme implementation.

DUTIES/RESPONSIBILITIES

The Local Programme Coordinator will:

1. Manage and monitor progress of programme activity implementation, particularly in the areas of designing and implementing youth employment policies and local economic development (LED) programmes by counterparts and implementing partners in East Java by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness.
2. Coordinate ILO activities in East Java Province to ensure overall coherences and good synergies and support the involvement of ILO tripartite partners at the provincial and national level.
3. Support the review and analysis of East Java specific 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 Programme Manager.
4. Contribute creative ideas for programme development and draft portions of programme technical and financial reports, programme background reports, and periodic programme reviews.
5. Identify problems, propose solutions and action and follow-up with relevant programme staff at national level, implementing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
6. 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 Programme Manager for remedial action.
7. Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of programme activities.
8. 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.
9. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
10. Manage and oversee the preparation of conferences, seminars, workshops, training sessions and meetings for the programme at provincial and district level. Speak on behalf of the ILO when attending these gatherings alone. Serve as a focal point for selected technical subjects, attend meetings, workshops and inter-agency meetings, and present reports and papers.

11. Serve as public relations liaison and relations officer of the office and promote ILO activities at the provincial and district level. Draft, edit in, or translate into local language(s) news releases, official correspondence, statements and speeches and other public information material.
12. Plan, organize and facilitate consultative meetings, seminars and workshops. Participate in policy dialogue and technical consultations. Draft speeches and address meetings on behalf of the ILO at the provincial and district level.
13. Brief ILO specialists, programme experts, associate experts and visiting officials and provide relevant information on programme matters.
14. Undertake missions to programme sites independently or accompanying other officials.
15. Perform other duties as may be assigned by the ILO Country Director and Programme Manager.

EXPERIENCE AND QUALIFICATIONS

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

Experience: Minimum five years of professional experience in international development cooperation programmes

Languages: Excellent command of English and Bahasa Indonesia.

Competencies – Sound knowledge of economic and social conditions of East Java and Indonesia; familiarity with tripartism and ILO work in Indonesia; knowledge of programme and budget, project administration and evaluation concepts and procedures; ability to interpret project information and to identify and analyze problems with implementation; good drafting skills; ability to communicate effectively both orally and in writing; ability to clarify information; good computer applications skills; organizational skills; ability to work on own initiative as well as a member of a team; ability to deal with people with tact and diplomacy

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

WRITTEN EXAMINATION AND INTERVIEW

Prospective candidates will be required to sit a written examination and be interviewed.

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: 23 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