



**VACANCY ANNOUNCEMENT**  
**No. 2007 - 31**

<b>Post Title:</b>	<b>National Programme Officers (Jakarta)</b>
<b>Project Title:</b>	<b>ILO Programme on Education and Skills Training for Youth</b>
<b>Executing Agency:</b>	<b>International Labour Organization</b>
<b>Duration:</b>	<b>12 months with possibility of extension</b>
<b>Duty Station:</b>	<b>Jakarta (2 posts)</b>
<b>Starting Date:</b>	<b>1 September 2007</b>
<b>Grade:</b>	<b>NO-B</b>

## **BACKGROUND**

The ILO Office in Jakarta is implementing a comprehensive programme in Indonesia. A major focus area for the ILO are young people, in terms of both preventing and eradicating child labour as well as promoting job opportunities for youth. As part of the country programme, the new Education and Skills Training for Youth in Indonesia (EAST) programme aims to improve the employment chances of young women and men and to eliminate and prevent child labour through better access to education and training opportunities. The EAST programme is being implemented with the Ministry of Education and the Ministry of Manpower as well as their related local government offices. Pending final donor and government approval, the programme will be implemented for four years in selected provinces in Eastern Indonesia and in Nanggroe Aceh Darussalam

The three national programme officers based in Jakarta will have technical expertise on child labour and education, entrepreneur and skills. One of the programme officers will be located in the ILO Area Office, co-located with the Chief Technical Advisor of the programme, the other two will work from the Ministry of Education and the Ministry of Manpower respectively. They will undertake frequent travel to programme implementation sites throughout Eastern Indonesia.

An important element of the NPOs' work will be planning, managing and backstopping programme activities at national level and in the target provinces. They will also be fostering collaboration and knowledge sharing between programmes as well as gathering and analysing relevant policies and experiences, with a view to develop, coordinate and deliver relevant policy and programme advice to the programme's implementing partners and ILO constituents more broadly. The incumbents will report to the Chief Technical Advisor of the EAST programme in Jakarta. The incumbents will coordinate with the international EAST staff in Makassar, with the National Programme Officers in the target provinces, as well as with the financial and administrative section of ILO Jakarta.

The national programme officers will each assume responsibility for national level activities in one specific technical field (child labour/education, and skills), 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.

## **DUTIES/RESPONSIBILITIES**

1. Serve as advisor and coordinator at national/provincial level to the Chief Technical Advisor of the Programme. Manage and monitor progress of programme activity implementation by counterparts and implementing partners at the national/provincial level by reviewing, verifying and analysing work-plans, progress reports, final reports and other data for clarity, consistency and completeness. Contribute creative ideas for programme/programme development and draft portions of programme technical and financial reports, programme background reports, and periodic programme reviews.
2. Identify problems, propose solutions and action and follow-up with relevant programme staff at provincial and national level, implementing agencies, government offices, constituents and other organizations to expedite implementation and meet targets.
3. 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.
4. Manage the programme office and programme staff at provincial level (Provincial Programme Officers only)
5. Review and analyse national and provincial 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.
6. Prepare briefs, background information, periodical reports, subject matter related technical reports and statistical data on status of programme activities.
7. 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.
8. Assist in the development and maintenance of computerized information systems for use in monitoring and reporting on activities and performance.
9. Manage and oversee the preparation of conferences, seminars, workshops, training sessions and meetings for the programme at national, provincial and district level. Speak on behalf of the ILO when attending these gatherings alone. Serve as a focal point for technical subjects, attend meetings, workshops and inter-agency meetings, and present reports and papers.
10. Serve as public relations liaison and relations officer of the office and promote EAST 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.
11. 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 national, provincial and district level.
12. Brief ILO specialists, programme experts, associate experts and visiting officials and provide relevant information on programme matters.
13. Undertake missions to programme sites independently or accompanying other officials.
14. Supervise the work of support staff and junior national officer staff.
15. Perform other duties as may be assigned by the CTA.

## EXPERIENCE AND QUALIFICATIONS

**Education** – Secondary level university degree in a relevant field (economics, social sciences, law, international development, international relations) or equivalent in years of experience.

**Experience** – Eight to ten years of professional experience in international development cooperation programmes, preferably with strong technical background in education, skills training, entrepreneurship and/or child labour.

**Languages** – Excellent written and spoken command of English and Bahasa Indonesia.

### Competencies:

- Good knowledge of programme and budget, programme formulation, administration and evaluation techniques and practices. Demonstrated ability to plan, implement, manage, monitor and evaluate programme activities and expenditure.
- Good knowledge and experience regarding gender mainstreaming.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with government and social partners at national and local level.
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of programmes.
- Excellent drafting skills.
- Excellent communication and presentation skills, both written and verbal.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.
- Ability to supervise staff (Provincial Programme Coordinators only).

### REMUNERATION

NO-B of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

### 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. Applications will **only** be accepted via email **or** fax. Only qualified candidates will be notified. Please submit application **indicating the Vacancy Announcement Number and duty station for which you want to be considered** along with CV, 3 references and other supporting documents to:

The Director, ILO Jakarta  
Attention: ILO EAST Programme  
Email: [kurniasih@ilo.org](mailto:kurniasih@ilo.org)  
Fax : (62-21) 3100766

Closing date: 10 August 2007

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