



## **CONSULTANCY ANNOUNCEMENT**

### **No. 2007 - 07**

<b>Projects Title:</b>	<b>Women's Enterprise and Skills Development Project (WED project) and Start and Improve Your Business Project (SIYB project)</b>
<b>Post Title:</b>	<b>Consultant Business Management Training Material Writer</b>
<b>Executing Agency:</b>	<b>International Labour Organization</b>
<b>Duration:</b>	<b>2 months</b>
<b>Starting Date:</b>	<b>Immediately</b>

#### **BACKGROUND AND BRIEF PROJECT DESCRIPTION:**

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Since 2005, the ILO implemented women-specific skills training and business development support in Aceh and business start-up and improvement support for micro entrepreneurs in Aceh under the Women's Enterprise and Skills Development Project (WED project) and Start and Improve Your Business Projects, respectively. Work focused on training of trainers who will continue on to provide training and counselling support to micro entrepreneurs in the trade, fisheries, and agriculture sectors. A set of business management and improvement training manuals suitable for each sector and micro entrepreneurs in Aceh is to be refined.

The ILO is seeking individuals with strong business, training, and training manual writing skills to work in refining six manuals. They are:

1. Improve Your Business for Micro Entrepreneurs in the retail, manufacturing and service sectors
2. Improve Your Business for Micro Entrepreneurs in the Fisheries Sector
3. Improve Your Business for Micro Entrepreneurs in the Agricultural Sector
4. Business Development Service Provider Capacity Building programme
5. Business Advisor Capacity Building programme
6. Business Development Services Tool Kit for Business Advisor

#### **DUTIES AND RESPONSIBILITIES**

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The consultants will be working with a team of national and international enterprise development experts in the ILO and its partner organizations. Primary tasks and duties are:

- 1 With the ILO team leader, develop a guideline on the overall training manual production and set up a timeframe for the work
- 2 Review relevant materials as identified by the ILO team leader
- 3 Write the training materials in English and translate it into Bahasa Indonesia

- 4 Pre-test the training materials and refine it for pilot implementation

## **REQUIRED QUALIFICATIONS**

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**Education:** First level university degree in business, development studies, law, economics, management, business administration or social sciences.

**Experience:** At least five years of work experience within the small enterprise sector and capacity-building of BDSPs, and experience in conducting training workshops as lead trainer. Proven record of training manual writing and involvement in business management support for micro entrepreneurs in Indonesia.

**Languages:** Excellent command of both English and Bahasa Indonesia. Knowledge of Bahasa Aceh is an advantage.

**Competencies:** Good training skills. Good drafting skills and ability to communicate effectively both orally and in writing. Good computer applications skills. Good organizational skills combined with the ability to take initiative, work individually as well as a member of a multi-cultural team. Good analytical skills. Ability to work under pressure. Must demonstrate an understanding for the importance of gender issues as well as the specific needs of vulnerable groups. Must demonstrate responsible behaviour and attention to detail. Ability to work and communicate with people in a polite, gender-sensitive, courteous and cooperative manner. Must display high standards of ethical conduct. Must demonstrate honesty and integrity. Ability to reason and make sound judgements. Ability to organise own work.

### **Remuneration**

As negotiated.

### **Interview**

Prospective candidates will be required to take part in an interview.

### **Application**

Qualified women and men are encouraged to apply and submit their application along with CV and references **in hard copy only**, addressed to:

## **INTERNATIONAL LABOUR ORGANIZATION**

### **Application BDS Expert WED / SIYB**

Jl. Jend Sudirman Mata I'e, Lr. Ikhlas No. 6  
Lambheu Barat, Ketapang Dua  
Aceh Besar, NAD 23352

**Closing date: 2 April 2007**

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