



## Human Resources Development Unit

### International Labour Office Jakarta

<b>Vacancy No:</b>	JAKARTA/ 2010/007	<b>Date:</b>	08 March 2010
<b>Position title:</b>	National Reporting Officer (1 post)	<b>Deadline for application:</b>	21 March 2010
<b>Project title:</b>	Nias Islands Rural Access and Capacity Building Project (Nias-RACBP)	<b>Organization unit:</b>	ILO JAKARTA
<b>Grade:</b>	NO-A	<b>Duty Station:</b>	Jakarta, with occasional travel to Nias Islands
<b>Contract type:</b>	Fixed-term		
<b>Duration:</b>	12 months with possible extension of up to 30 June 2012, depending on performance and funds availability	<b>Expected starting date:</b>	15 April 2010

**For any questions related to this post, please contact:** – Ms. Vanda Day, National Project Officer, RACBP, NIAS - vanda@ilo.org.

#### A. General Project Information

The Nias Islands Rural Access and Capacity Building Project (Nias-RACBP) is funded by the Multi-Donor Fund for Aceh and North Sumatra (MDFANS) and focuses on the improvement of the strategic rural transport network in Nias Islands. The budget for the Nias-RACBP is US\$ 10 million and the Project needs to be completed in June 2012. The Project will be implemented in three selected clusters in the North, South and Western Part of Nias Island.

The envisaged Project activities will contribute to post-disaster economic recovery and poverty alleviation for the communities of Nias Islands that were affected by the tsunami and the earthquake. The Project Development Objective of Nias-RACBP is for residents of the participating districts to utilize improved rural transport infrastructure and services and to benefit from better access to economic and social services and facilities.

The main construction activity of the Project is the improvement of selected strategic rural access roads, river crossings and foot bridges. In addition a small cultural heritage sub-component is included. Local resource-based approaches and methods will be used in the construction of the works.

The training and capacity building activities of the Project aim at enhancing the capacity of the involved local government agencies at district and sub-district level (Public Works Department and Bappeda), small-scale contractors, their staff, potential future supervisors, local communities and ILO's own newly recruited local project staff in the planning and delivery of investments in the rural roads network. The main delivery modality will be through on-the-job training and mentorship.

For project management and implementation, a Project Management Unit (PMU) will be established for the Project in Gunungsitoli in Nias Islands. This RACBP Nias-PMU will be headed by an international Team Leader. The organizational set-up of the Nias-PMU includes four functional sections for the delivery of the Project. These are: i) Training and Capacity Development Section; ii) Engineering Section; iii) Planning & Community Development Section, and; iv) Cultural Heritage Section. In addition, a Project Implementation Support Section will be established at the Nias-PMU to provide various financial, administrative, contract management, logistics and procurement support. The Project Implementation Support Section will also be responsible for monitoring and evaluation functions. Programming, administrative, financial and reporting support will also be provided through the ILO Jakarta Office. The ILO-ASIST office in Bangkok provides the technical backstopping. At full staffing strength, the Nias-PMU Office will include 12 professional staff (2 international and 10 national) and 35 technical or support staff (national).

## **B. General Duties and Responsibilities**

The National Reporting Officer (RO) will work under the daily supervision of the ILO Jakarta-based National EIPP Programme Officer and the overall supervision and guidance of the international Team Leader (TL) to whom he/she shall report. The RO will closely liaise and coordinate his/her activities with the TL and Project Officer (PO) of the Nias-PMU and the ILO Jakarta-based EIPP Specialist. General duties and responsibilities of the RO are:

- Coordinate the production and distribution of all reports related to RACBP and prepare national sections of reports, in accordance to stipulated formats and quality standards, and as per contractual obligations, to the various concerned/involved ILO Units and external stakeholders like concerned Government agencies, the National Steering Committee, the Provincial Steering Committee, the Secretariat of the World Bank and donors;
- As required, participate and/or contribute to relevant seminars, workshops and meetings with stakeholders from the Government, donors and ILO constituents disseminate information to the different stakeholders about the progress and/or status of RACBP, as and when required;
- Oversee and monitor the implementation of the RACBP communication, knowledge sharing and PR strategy, and support the Nias based RACBP team on communication related matters on request.

## **Specific Duties and Responsibilities**

Within the framework of his/her overall responsibilities, the specific duties and responsibilities of the National Reporting Officer are:

- Coordinate the timely preparation, consolidation and distribution of progress reports and other RACBP reports, as per ILO's contractual obligations for RACBP;
- Review the quality and completeness of RACBP reports and, as required, ensure that modifications are made before reports are distributed;
- As required, provide inputs in finalizing reports and guidelines;
- As requested by the Nias-PMU Team Leader, prepare briefs, press releases and/or other written material relevant to RACBP;
- Ensure that a database of RACBP reports and documentation is being maintained at the ILO Jakarta Office (including an electronic database on the common drive), in accordance with the protocol for maintaining such a database;
- Assist in the preparation of the Nias-PMU Operational Manual, in particular with the sections related to Administration, Planning Reporting Monitoring and Evaluation (RRME) and the communications strategies;
- As required, provide in-house training or training to the RACBP beneficiaries in Nias Islands on reporting, PR and communication issues;
- Establish and maintain on a regular basis, and as required, a liaison with the National and Provincial Steering Committee, with the concerned Government stakeholders at national and provincial level, and with the MDF Secretariat regarding the progress and activities of the RACBP;
- Provide inputs and support to the Nias-PMU National Project Officer and consultants regarding processing, analyzing and presenting PRME data and information;
- Assist with and/or prepare presentations about RACBP, and deliver these presentations in national and provincial for a, as and when required;
- Contribute to the translation and edition of documents in both English into Bahasa Indonesia;
- As required draft official correspondence and translate documents and/or official correspondence;
- Undertake any other activities, as directed by the TL or the National Programme Officer, which are relevant to, and in line with, the overall responsibilities and tasks of the National Reporting Officer.

## **C. Experience and qualifications**

The incumbent needs to have a first level university degree in communication, development studies, business administration, law, labour economics, management, social sciences or another relevant degree. A minimum of five years of relevant work experience is required in a similar position. A minimum duration of not less than 2 years of the total professional working experience must have been spent in a position with permanent duty station in a remote rural environment with similar conditions as those prevailing in Nias. The candidate needs to have a very good knowledge and proven experience with various project reporting issues and the implementation of PR/communication strategies/activities. Prior relevant working experience with the UN or an international organization is considered an advantage.

#### **D. Competencies and Skills**

- Demonstrated report drafting skills;
- Proven presentation skills, both orally and in writing;
- Ability to interpret project information, to identify and analyze project implementation problems in time, and to identify and implement practical, efficient and effective solutions to such problems;
- Demonstrated ability to prepare qualitatively good and concise reports;
- Ability to perform effectively under pressure and with minimum supervision;
- Ability to establish and maintain good and harmonious working relations with senior staff of Government, donors and international organizations;
- Good organizational and multi-tasking skills and the ability and flexibility to respond effectively and timely to varying requirements;
- Demonstrated high level of commitment and responsibility towards the completion of assignments efficiently, accurately and in a timely manner;
- Demonstrated proficiency with MS Word, MS Excel and MS Power Point;
- Proficiency in spoken and written English;
- Proficiency in spoken and written Bahasa Indonesia.

**E. Nationality** – Indonesian.

**F. Languages** – Must be fluent in both spoken and written English and Bahasa-Indonesia.

#### **G. Remuneration**

National Professional Officer – A (NO-A) of the UN common remuneration system and/or commensurate with the qualifications and competency of the selected candidate.

#### **H. Written Examination and Interview**

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

#### **I. Application**

Qualified women and men are encouraged to apply. Only qualified candidates will be notified. Please submit application **indicating the Vacancy Announcement Number** along with CV, 3 references and other supporting documents to: the Director, ILO Jakarta, email: [hrdjkt@ilo.org](mailto:hrdjkt@ilo.org)

#### **INTERNATIONAL LABOUR OFFICE**

**Email : [hrdjkt@ilo.org](mailto:hrdjkt@ilo.org)**

**Fax : (021) 310 0766**

**Or by postal services to:**

**ILO or  
PO Box 1075  
Jakarta 10010**

**Or ILO Project Nias  
Musium Pusaka Nias  
Jl. Yos Sudarso No. 134 A  
Gunung Sitoli**

**Closing date: 21 March 2010**