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Junior Professional Officer		
Social protection in Indonesia		
International Labour Organisation	25 May 2014	

I General information	
Title:	Social Protection Area
Sector of Assignment:	Labour Market
Country:	Indonesia
Location (City):	Jakarta
Agency:	Country Office
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** . For criteria see the website of Nedworc Foundation:
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>
For information on eligibility:
<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf>

II Duties, responsibilities and Output Expectations

General
The JPO will be based with the ILO Country Office for Jakarta, and will work under the overall supervision of the Country Director.
The JPO will work for Outcome 4 Social Security: "More people have access to better managed and more gender equitable social security benefits" and more specifically for country outcome IDN 903.
The planned developments concerning IDN 903 are listed below (description of ILO's work in Indonesia, re. social protection).

- Responsibility 1**
Legal work in the field of social security
- Support the drafting of social security bills and regulations (preparation / finalization of laws, regulations, decrees of application, etc.) in close collaboration with international legal consultants.
 - Build capacities of workers and employers on Convention 102 and other up-to-date conventions as well as increase their skills and know how in drafting regulations and decrees of application.
 - Participate in the organization of national workshops on legal issues and the ILO social security conventions.

- Responsibility 2**
Building up a social protection floor in Indonesia and development of social security schemes for private sector employees
- Facilitate existing social protection floor sub-working group: facilitate the organization of regular

meetings, write minutes of all meetings, foster collaboration through joint activities and mailing list, etc.

- Within this team, initiate and participate in joint activities related to the social protection floor: awareness raising, exchange of information and knowledge, further conduct of the assessment based national dialogue, organization of a national validation workshop of the assessment in order to reach a consensus on the SP coverage gaps and challenges ahead, utilization of a GESS1 workspace for internal communication within the SPF Team and documentation of the Team's experience.
- Provide support for the concrete design, establishment and/or further development of one or several social protection schemes targeting informal economy workers, the poor and the vulnerable (participation in feasibility studies, sharing of the results and recommendations in national workshops).
- Participate in the development of a project aiming at increasing efficiency of social protection by combining SP provisions with measures to increase employability of informal economy workers, pilot test this "single window service" approach in one area, document the experience.
- Support the drafting of project proposals and participate in fund raising activities for social protection related projects as well as partnerships with UN agencies and other development partners.
- Prepare tailored training material and conduct training and information sessions that correspond to the needs of the various actors involved in the design, implementation and management of basic social protection systems.
- Participate in feasibility studies for the harmonization of existing schemes under BPJS 1 and 2 by assisting international consultant in data collection and analysis as well as production of study reports; organization of workshops to share the results and recommendations of such studies.
- Support the development of a training programme in partnership with a University on social protection planning. In this context support the development of training modules and the facilitation of courses, in close collaboration with ILO Staff and teachers from the university.

Responsibility 3

Knowledge sharing on social protection and social security situation and experience in Indonesia

- Document the process of extending social security in Indonesia and make this information available on GESS by creating and updating the Indonesian country page and by providing inputs to the online Social Security Inquiry database.
- Document experiences at central level and provincial level (e.g.: Universal health care scheme in Bali), produce and disseminate case studies.
- Identify and document transversal technical issues and strategies relevant to the design and implementation of the social protection floor and the extension of coverage in Indonesia (e.g., targeting, subsidization of the premiums, coordination and policy coherence between central and provincial levels, increasing linkages and synergies between social protection programs, etc.), conduct a literature review and produce the corresponding research.
- Participate and promote experience of Indonesia at regional and global level events (e.g. ITC ILO Turin programme) on the social protection floor and the extension of social protection.

III Training component: Learning elements and expectations

The JPO training programme includes the following training elements:

- Every day (or regular) collaboration with supervisors;
- Participate in technical missions in the field of social security & social protection (from ILO DWT

¹ www.socialsecurityextension.org

<p>Bangkok, HQ Geneva, International Consultants);</p> <ul style="list-style-type: none"> • Participate in workshops organized by ILO Jakarta office, ILO DWT Bangkok and ITC ILO Turin; • Readings, research, production of thematic and country Web pages; • Supervision and regular feed back sessions from ILO DWT social security specialist Bangkok, ILO Jakarta Country Office Director and Programme officer in charge of social protection.
<p>Through the training the JPO will:</p> <ul style="list-style-type: none"> • Have the opportunity to enhance his/her technical knowledge in the field of extension of social protection as well as design and implementation of the social protection floor in Indonesia; • Have the opportunity to enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating this information, communicating, connecting actors and conducting training sessions; • Have a permanent opportunity to improve his/her professional skills at various levels, such as getting to know training methodologies, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking; • Get to know the functioning of the ILO and its regional bodies as well as the UN system, particularly in Indonesia and at the Decent Work Team and regional level in Bangkok; • Have the opportunity to develop his/her creativity and ability to work within a cross-disciplinary team in a multicultural setting.
<p>IV Supervision</p>
<p>Title of supervisor:</p> <ul style="list-style-type: none"> • Direct Supervision by: • Social security specialist, ILO DWT Bangkok • Programme officer, ILO Country Office, Jakarta <p>Overall Supervision by:</p> <ul style="list-style-type: none"> • Director, ILO Country Office, Jakarta
<p>Content and methodology of supervision</p> <ul style="list-style-type: none"> • JPO work plan will be developed with supervisors to reflect ILO country office priorities in the technical field; measures of performance will be agreed upon, as well as frequency of meetings to monitor achievements and reformulate priority activities if necessary. • Technical guidance will be provided by Social security specialist, ILO DWT Bangkok on a regular basis (at least twice per month). • Daily collaboration will be established with Programme officer in charge of social protection (ILO Country Office, Jakarta).
<p>V Required Qualifications and Experience</p>
<p>Education:</p> <ul style="list-style-type: none"> • Master's degree or equivalent in economics, statistics, actuarial science, development economics, social security or labour law. Or equivalent degree from a management or business school. Bachelor's degree in the relevant field with 3 to 4 years of relevant working experience may be considered.
<p>Working experience :</p> <ul style="list-style-type: none"> • Preferably 2 to maximal 4 years relevant working experience , including internships and voluntary work, in working with social protection and/or social security issues. Candidates with

Bachelors level education only may apply but need to have 3-4 years relevant working experience. Prior experience in developing countries is an asset.
Languages : Excellent spoken and written English.
Competencies <ul style="list-style-type: none"> • Ability to work independently and plan complex activities; • Good listening and dialogue skills, ability to have talks and deal with populations in varied social environments. • Ability to work in a team, share ideas and resolve challenges, as well as initiative; • Appreciation of establishing partnerships; • Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events • Ability to write technical reports, information notes and summaries, design communication support (e.g., brochures, presentations) and produce website contents; • Proficiency in IT (WORD, POWERPOINT, EXCEL, etc.) and internet usage, including blogs, forums and wikis. Minimum knowledge of HTML would be a plus
VI Background information on Agency/Department/Section
<ul style="list-style-type: none"> • The JPO will work for Outcome 4 Social Security: "More people have access to better managed and more gender equitable social security benefits" and more specifically for country outcome IDN 903. • The planned developments concerning IDN 903 are listed above (description of ILO's work in Indonesia, regarding social protection).
VII Information on living conditions at Duty Station
<p>Jakarta is in Security Level - 3(moderate) effective from 21 April 2014. However, seriousness of a threat like political strikes varies from time to time. In general, the issues to watch out include: road traffic accident, street crimes such as armed robbery, pick-pockets, and purse snatching.</p> <p>International staff members are required to stay in security cleared accommodation in the diplomatic enclave Apartments in various price-ranges are available and are of different quality. Staff is advised to obtain the security clearance from the UNDSS before finalizing rental with the apartment owner.</p> <p>Everyday consumption items and groceries are easily available locally, but most luxury items are usually imported.</p> <p>The climate is pleasant and cool in winter and early spring, but very warm and humid in summer and during rainy season (fall). Variety of clothing from comfortable cotton clothing is required</p> <p>Medical facilities are adequate for small and medium care issues, but for more severe cases evacuation to a country with good medical facilities is recommended.</p>

VIII How to apply

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: erecruit.ilo.org.

The system provides instructions for online application procedures.

Application deadline: **25 May 2014** (midnight Geneva time).

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

Applicants will receive acknowledgement of receipt of their submission. Only shortlisted candidates will be contacted.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.