

UNICEF INDONESIA CURRENT VACANCIES

UNICEF Indonesia welcomes applications from qualified Indonesian national candidates for the following vacancies. Each candidate should provide their **full curriculum vitae, updated P11 form and latest Performance Evaluations** accompanied by a recent identity photograph and photocopies of diplomas addressed to:

Human Resources Specialist, UNICEF
Wisma Metropolitan II, 11th Floor
Jl. Jenderal Sudirman Kav. 31 Jakarta 12920

Or send electronically to: jakartahr@unicef.org
(Please quote the post title for which you are applying for in the subject line)

Closing date: **3 February 2010**

UNICEF offers equal employment opportunities and qualified female candidates are encouraged to apply

VACANCY REFERENCE: 10-001

Title: Health Specialist, Malaria (Fixed-Term, NO-C level, IMIS 43788)
Duty Station: Jakarta
Contract Duration: until 31 December 2010

SUMMARY OF THE POST:

Under the general supervision of the Chief of Health and Nutrition, the incumbent will coordinate the implementation, monitoring and evaluation of the Malaria in Pregnancy Programme in linkage with the Safe Motherhood projects. Also will work closely with the US-CDC-seconded malaria technical expert to be stationed at the National Malaria Control Programme.

QUALIFICATIONS:

- Advanced University Degree in Health Sciences, Master in Public Health preferable
- Five (5) years of professional working experience in related fields of community development in Mother and Child Health care. Some knowledge of malaria desirable.
- Ability to write good reports.
- Level of decision making.
- Can be relied upon to provide up to date professional expertise to the Field Offices in his or her sector and to leverage this expertise successfully to meet the goals of UNICEF.
- Must be able to demonstrate the requisite aptitudes and experience for developing, managing, monitoring and evaluating health programmes.
- Technical understanding of health project including knowledge of latest development and technology.
- Current knowledge of development issues, policies as well as social programming policies and procedures in international development cooperation.

- Good computer application skills.
- Good analytical, negotiating, communication and advocacy skills.
- Training ability.
- Proven ability to conceptualize, develop, plan and manage programme as well as to transfer knowledge and skills.
- Fluency in English and Bahasa Indonesia is required.
- Ability to work independently as well as in a team.

VACANCY REFERENCE: 10-002

Title: Programme Assistant (Fixed-Term, GS-6 level, IMIS 43825)
Duty Station: Jakarta
Contract Duration: until 31 December 2010

SUMMARY OF THE POST:

Under the direct supervision of Education Specialist performs a variety of information gathering, monitoring, technical and administrative services of moderate scope and difficulty, in support of programme activities.

QUALIFICATIONS:

- Completion of secondary education.
- Six (6) years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
- Fluency in English and Bahasa Indonesia is required.
- Strong interpersonal skills.
- Ability to work independently as well as in a team.
- Excellent computer skills, including internet navigation and various office applications.
- Demonstrated ability to work in a multi cultural environment and establish harmonious and effective working relationships, both within and outside the organization.

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