

Appendix 5

About On-going Project

- Project Title : The Project for Developing Capacity of Employment Service Center (ESC) in the Republic of Indonesia
- Project Period : September, 2009 – September, 2012 (Three years)
- Target Areas : Regencies (kabupaten) and cities (kota) in which ESCs selected from all ESCs across the nation (hereinafter referred to as the Selected ESCs) are located.
- Target Group : i) ESC staff in regency and city engaged in employment service (around 40) in the Model ESCs (10 ESCs chosen from around 100 nationwide Selected ESCs), and the Manpower Office of Local Government (MOLG) staff in province in charge of Model ESCs, ii) ESC staff in regency and city engaged in employment service (around 400) in the Selected ESCs (excluded 10 Model ESCs), and MOLG staff in province in charge of Selected ESCs, iii) Job seekers and employers who utilize Selected ESCs.

1. Overall Goal

Employment is promoted in all Selected ESCs through providing the improved employment service.

2. Project Purpose

Fair, equitable and efficient employment services (services improved in terms of (1) - (4) below) come to be provided in all Selected ESCs.

- (1) Improvement of job-seeking tasks by the implementation of career counseling and provision of accurate job vacancy information etc.
- (2) Improvement of the job-placement tasks by the implementation of job canvassing etc.
- (3) Provision of effective and efficient employment service by introduction of the data management and operation using computers etc.
- (4) Implementation of tasks responding to users' demands and skills development of staff's capacity

3. Outputs

- (1) The cooperation framework among nation, provinces, regencies and cities regarding management of Qualified ESCs is shared in each local government.
- (2) The contents and the implementation procedure for fair, equitable and efficient employment service implemented by Qualified ESCs are clearly identified.
- (3) The employment service including the capacity of job canvassing in Model ESCs is improved.
- (4) Know-how obtained in Model ESCs is transferred to other ESCs.

4. Activities

0-1 Conduct the baseline and endline surveys.

1-1 Build an organization in MoMT (tentative name: ESC promotion team) to guide and support MOLG in provinces, regencies and cities for smooth ESC management.

1-2 Define the role of MoMT, and MOLG in provinces, regencies and cities in terms of ESC management, and clarify the function to be performed and the measures to be carried out by each organization from the aspects of the organizational operation, personnel training, budget, monitoring & evaluation, etc.

1-3 Identify the situation of the cooperation framework among nation, provinces, regencies and cities in Model ESCs, and extract problems and challenges.

1-4 Consider the measures for improving the problems and challenges, and conduct on trial of the improvement measures by cooperation with provinces and regencies and cities in Model ESCs.

1-5 Improve the management framework based on the trial result, and hold the seminar on the concept of cooperation framework for MoMT, provinces, regencies and cities in which Selected ESCs are located.

- 2-1 Regarding existing guidelines, operation manual and operation flow for public employment service, verify the appropriateness of the contents to implement fair, equitable and efficient service, and revise as necessary.
 - 2-2 Identify the situation of data standardization in the operating support system for employment service, and confirm its suitability to the manuals and operation flow.
 - 2-3 Select Model ESCs (10 ESCs) based on the locational conditions, the number of users and staff.
 - 2-4 Standardize information to be collected from job seekers and employers.
 - 2-5 Clarify the network connection and operational condition in Model ESCs.
 - 2-6 Implement trial service with adopting the operating support system in Model ESCs.
 - 2-7 Verify feasibility of the fair, equitable and efficient service implementation in Model ESCs using the operating support system, and extract problems and challenges based on 2-1.
 - 2-8 Review the operating manual and operating flow for fair, equitable and efficient employment service, and implement the remedy based on this activities.
 - 2-9 Develop the accreditation criteria and assessment scheme, and prepare checklist to accredit ESCs.
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- 3-1 Identify problems and challenges through confirming job canvassing service in Model ESCs, then plan and implement the reform measures.
 - 3-2 Identify problems and challenges through confirming career counseling service in Model ESCs, then plan and implement the reform measure.
 - 3-3 Identify problems and challenges through confirming the flow of whole employment service in Model ESCs, and plan and implement the reform measures, and establishing the framework for improving Model ESC operation.
 - 3-4 Develop the training plan based on knowledge and ability required for staff of ESCs.
 - 3-5 Prepare the training curriculum and teaching materials regarding the tasks using the employment service including operating support system.
 - 3-6 Conduct training on the employment service including operating support system to the trainers of MoMT and MOLG in provinces.
 - 3-7 Conduct training on the employment service including operating support system to the staff of employment service in Model ESCs.
 - 3-8 Carry out round of visits to each Model ESC, and provide advice and guidance by MOLG specialists.
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- 4-1 Hold seminars on Qualified ESC management to Selected ESCs.
 - 4-2 Hold seminars to introduce employment service using the defined guideline, operating manual, operation flow and operating support system to Selected ESCs.
 - 4-3 Conduct training on the operating support system and employment service to staff of employment service in Selected ESCs in cooperation with MOLGs in provinces.
 - 4-4 Carry out round visit to Selected ESCs, and provide advice and guidance by MOLG specialists in provinces.
 - 4-5 Hold seminars on introduction of accreditation criteria and framework of Qualified ESCs.