

POSITION DESCRIPTION

ASSISTANT PROGRAM DIRECTOR

Position: Assistant Program Directors (x3: NTT, NTB, and Papua)

Program Name: Australia Indonesia Partnership for Decentralisation (AIPD)

Duration and Timing of Inputs:

Anticipated start date: July 2010, for a minimum period of six (6) months. Following this initial six (6) month period the ongoing retention of the personnel in this position will be subject to satisfactory performance as determined by the Contractor.

Location:

NTT: Kupang with travel throughout Papua, Papua Barat, NTT, NTB, Sulawesi and Jakarta.
NTB: Mataram, with travel throughout Papua, Papua Barat, NTT, NTB, Sulawesi and Jakarta.
Papua: Jayapura, with travel throughout Papua, Papua Barat, NTT, NTB, Sulawesi and Jakarta.

Qualifications and Experience:

Essential:

- Tertiary qualifications in a relevant field
- Extensive experience in development programs
- Program management experience particularly in proposal development, monitoring and evaluation and capacity building of partners, including government
- Experience in managing budgets
- Experience in working with a diverse range of stakeholders
- Proven ability to deliver high quality outputs on time
- In-depth understanding of social, cultural, economic and political issues in the region
- Demonstrated successful experience in working with government
- Preparedness to travel as required
- Fluency in both English and Bahasa Indonesia

Desirable:

- Good interpersonal skills and commitment to working as part of a team
- Understanding and commitment to gender mainstreaming

Duties and Responsibilities:

The Assistant Program Director reports to the Program Director. The Assistant Program Director's duties and responsibilities are:

- Represent AIPD in the respective province and liaise with provincial and district government counterparts in consultation with AIPD's Program Director and MST.
- Work closely with government counterparts to develop initiatives in line with AIPD's strategic framework.

- Progress work on public expenditure review and follow up activities (Public Expenditure Analysis and Capacity Harmonisation - PEACH) in close coordination with colleagues in AIPD and other relevant stakeholders.
- Progress work on ANTARA extended activities.
- Liaise with Program partners (especially government) as required to ensure services delivered and payments made are in accordance with procedures and contracts.
- Identify and facilitate access to strategic alliance and resources.
- Contribute to the development of pipeline and impact activities' design.
- Provide monitoring and evaluation reports on progress of sub contractor activities.
- Participate in Technical Assessment Panels.
- Contribute to the development and appraisal of Scope of Services for proposed sub-contracted activities.
- Work closely with technical advisers, colleagues and partners.
- Ensure compliance for contracts.
- Provide IT support (including support to other regions as requested).
- Other duties related to program planning, development, management and oversight.

POSITION DESCRIPTION

COMMUNICATIONS OFFICER

Position: **Communications Officer**

Program Name: Australia Indonesia Partnership for Decentralisation (AIPD)

Duration and Timing of Inputs:

Anticipated start date: July 2010, for a minimum period of 6 months. Following this initial (6) month period the ongoing retention of the personnel in this position will be subject to satisfactory performance as determined by the Contractor.

Location:

Kupang with travel throughout Papua, Papua Barat, NTT, NTB, Sulawesi and Jakarta.

Qualifications and Experience:

The candidate should have the following qualifications:

- Advanced university degree in social sciences, journalism or communications
- At least five years experience in public relations, communications, web based content creation and presentation or journalism
- Good knowledge of government structures and systems, coordination, development policy, media relations, information culture and practice in Indonesia and NTT in particular
- Strong analytical, design and report writing and editing skills
- Networking, interpersonal, analytical and organizational skills
- Strong communication and computer/information skills
- Strong team player

Duties and Responsibilities:

The Communications Officer will be responsible for:

- Developing and implementing a communications strategy
- Conducting analyses of AIPD's key stakeholders and mutual communication needs
- Assessing the existing communications mechanism within AIPD and those practiced by other stakeholders
- Coordinating and overseeing enhanced production and dissemination of communications and advocacy materials including brochures, posters, pamphlets, and press releases as and when needed
- Providing close and continuous support to strengthen provincial SEKBER and provide strategies for the establishment of SEKBER at District level.
- Supporting the development of knowledge management across Indonesia that integrates with BAKTI, KTI and other relevant knowledge management providers.
- Supporting program staff in advocacy efforts and components.
- Producing photos and information materials on activities funded by the AIPD.
- Designing, maintaining and updating AIPD's website.

Liaison:

The Communications Officer will report to the Program Director. The officer will work closely with SEKBER, BAKTI, AIPD Staff, other interventions such as SADI, IFC PENSA, other stakeholders, local government (DINAS/BIRO) at provincial and selected districts to ensure that the complementarities across assignment areas are exploited to the fullest degree.

Abbreviations:

AIPD	Australia Indonesia Partnership for Decentralisation
BAKTI	Bursa Pengetahuan Kawasan Timur Indonesia
IFC PENSA	International Finance Cooperation Pengembangan Usaha – Program for Eastern Indonesia SME Assistance
KTI	Kawasan Timur Indonesia
NTB	Nusa Tenggara Barat
NTT	Nusa Tenggara Timur
SADI	Small-holder Agribusiness Development Incentives
SEKBER	Sekretaris Bersama