



## POSITION DESCRIPTION

### Program Background

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Cardno Emerging Markets supports the implementation of the Australia–Indonesia Partnership for Justice 2. AIPJ2 is a five year program which aims to support co-operation between Australian and Indonesian institutions and civil society organisations in order to contribute to the overall goal of:

Strong and accessible justice and security institutions that enhance respect for enforceable rights and rules-based governance systems, over time contributing to stability and prosperity in Indonesia and the region.

The Partnership focuses on five pillars:

- Transparency, accountability and anti-corruption
- Countering transnational crime and security strengthening
- Preventing violent extremism
- Corrections reform
- Partnership development (including gender and disability rights, the Knowledge Hub, monitoring and learning, and communications)

### Position Details

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For the role of Activity Manager for Aceh

#### Objectives

The Activity Manager for Aceh will be responsible for managing activities in Nangroe Aceh Darussalam (NAD) province. This position will be the main contact point with the Regional Government and will request Jakarta based team managers only if needed for strategy development and sensitive discussions with partners or other stakeholders. The Activity Manager will report to the Senior Manager, Transparency, Accountability and Anti-Corruption and also work closely with the Court Reform Manager and the Communications Manager in developing designs, implementation and reporting of activities.

#### Key activities

- Act as the primary point of contact for AIPJ2 with the NAD government and support the organisation and documentation of Working Group meetings;
- Provide regular briefings to AIPJ2 management on justice issues and political developments in Aceh, particularly in relation to justice for women and girls;
- Oversee activities including liaison with relevant partners, stakeholders and contracted service providers and supervising the outputs of consultants and subcontractors;
- Contribute to the development and adaptation of activity plans;
- Provide technical assistance to support the implementation of activities through cooperation with regional government and other relevant key partners especially in NAD;
- Remotely attend and contribute to bi-weekly technical meetings and fulfil all AIPJ 2 reporting and public communication requirements including contributions to the communication, MIS and M&E reporting;
- Liaise/consult with Senior Manager, Transparency, Accountability and Anti-Corruption to ensure overall program design and strategy alignment;
- Liaise/consult with the Activity Coordinators and Operations Manager in Jakarta to ensure administrative and budgeting processes are efficient, functioning correctly and meets the governance principles and

AIPJ2 Operations Manual;

- Support the management of partnership events including workshops, conferences, and maintain close communication with KOMPAK team members, especially around high-level visits and opportunities for co-operation;
- Report through the MIS and as required by AIPJ2 management and DFAT, and proactively use Egnyte for storing AIPJ2 documents;
- Maintain stringent standards in representation of children on this role to ensure it is in alignment with AIPJ2 and DFAT standards and take steps to report any identified concerns about child abuse or risks to children; and
- Perform other relevant and reasonable duties and responsibilities as requested by the Senior Manager - Transparency, Accountability & Anti-Corruption.

### **Key deliverables**

- Working Group arrangements are established and well maintained
- Workplan is well understood by partners and adapted to fit with partner priorities and timing
- Activities in the workplan are implemented effectively
- AIPJ2 management is well informed of justice and political developments in Aceh.

### **Qualifications and experience**

- A Bachelor/Master's degree in Law, Public Administration, Social Science or related field;
- Minimum five years' experience working on justice/human rights and development issues in Indonesia, with demonstrated judgement on sensitive issues;
- Sound understanding of Aceh's history and unique legal, religious and political status and how this rests with national and international legal and human rights norms;
- Demonstrated experience in building productive and sustainable working partnerships with a variety of stakeholders (donors, regional government, courts, law enforcement officials, religious and community leaders, civil society);
- Excellent analytical, writing, facilitation and presentation skills;
- Good understanding of current policy issues in justice/human rights.

### **Desirable**

- Ability to work effectively both independently and as part of a team;
- Excellent communication skills, both written and verbal in Bahasa Indonesia and English
- Ability to work in a multicultural environment with respect for diversity
- Ability to network and collaborate with other stakeholders.

Women and persons with disabilities are highly encouraged to apply for this position

### **Reports to:**

Senior Manager-Transparency, Accountability & Anti-Corruption

### **Duration:**

Initially until 15 April 2020, with possibility for extension

### **Commencement:**

October / November 2019

### **Location:**

Nangroe Aceh Darussalam, with occasional traveling to Jakarta and other areas of Indonesia

## Remuneration:

Based on the experience of the successful candidate and current market rates for national position.

Cardno is committed to Child Protection, Anti-bribery and Fraud prevention in the delivery of our International Development project and programs.

Assess level of contact with Children (this part not shared publicly)

Question	Comment
Will the position work directly with children?	No
How much direct contact with children will the job involve?	There will be no direct contact. This role will work with local government, Civil Society Organisations, liaison with service providers, no children involved
Will there be any contact with children (including via phone, letter, email, social media, etc.)	No
Will the role require travel to remote areas/communicated where there will be contact with Children?	Travel will be in AIPJ2's focus areas; Jakarta, Makassar, Yogyakarta. Most travels will involve the local contacts (no children involved)
Does the role involved working with children with disabilities or vulnerable children in complex situations?	No
Is the role largely unsupervised?	The position will be co-located with other DFAT-funded program (KOMPAK), with the office location in Banda Aceh.
Assessment: the role will have no contact and no work directly with children.	