



## POSITION DESCRIPTION

### Program Background

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Cardno Emerging Markets supports the implementation of the Australia–Indonesia Partnership for Justice 2 (AIPJ2). 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 is strategically aligned through the following strategies:

- Criminal justice reform
- Corruption prevention and ease of doing business
- Justice for women and girls
- Justice for people with disabilities
- Preventing violent extremism
- Preventing transnational crime
- Partnership development including the knowledge hub project, monitoring, evaluation and learning, and communications.

### Position Details

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For the role of Monitoring, Evaluation and Learning (MEL) Support Officer.

#### Objectives:

Under the direction and guidance of the Program Performance Manager (PPM), the position will ensure responsive reporting across AIPJ2 activities by working collaboratively with CSO implementing partners and AIPJ2 Activity Managers to manage quality reports using the MIS function. The MEL Support Officer will also support PPM in the delivery of MEL related activities, program evaluations, and documentation.

#### Key activities

Key activities include:

- Support PPM for AIPJ2's reporting obligations to DFAT and Bappenas, such as preparation of the monthly, 6-monthly report and Performance Assessment Framework (PAF) reporting requirements;
- Support CSO implementing partners and AIPJ2 Activity Managers with the monthly and six-monthly reporting process, including use of the Management Information System (MIS) reporting function, to help ensure reports are of good quality and submitted in a timely manner;
- maintain tracker of CSO implementing partners key deliverables (as detailed in Grant Agreements with CSO implementing partners) - including research reports, training / workshop / conference reports, policy briefs, technical / operational guidelines, strategy documents, etc;
- Support the organisation and delivery of MEL related meetings and events, such as the review / reflection meeting with team, CSO partners and MEL training/workshop events;
- Help to review, analyses and share information contained in the AIPJ2 Management Information System and / or other internal sources;
- Support to conduct MEL case studies, lesson learned, surveys, and any other program documentation;
- Support, as appropriate, the translation of some Bahasa Indonesia documents / internal reports in to

English version;

- Prepare briefing notes and meeting event reports as required;
- Maintain stringent standards in representation of children within digital media 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;
- Any other MEL support function as required by the PPM.

### **Key deliverables**

- Monitoring, Evaluation, Learning (MEL) framework implemented in technical activities and through partners reflected in the quality of AIPJ2 and partners reporting.
- Regular MEL reporting and documentation update in the database sharing system (Egnyte) and MIS as required.
- Knowledge products database compilation taken from various MEL reporting and reflections.
- MEL learning events and reflections.
- Lesson learned documentation of AIPJ2 program.

### **Selection Criteria**

#### **Essential:**

- Bachelor/Post graduate degree in social development, law, justice, psychology or related area.
- Minimum 2-year experience in the area of program management, monitoring and evaluation, research, and / aid development projects.
- High-level interpersonal skills including verbal and written communication skills and maintain results-focused stakeholder relationships in a complex program environment.
- Proactive and a problem solver - can work independently on tasks.
- Experience in facilitation process, lesson learned documentation with stakeholders.
- Excellent written reporting skills in English and Bahasa.

#### **Desirable:**

- Ability to work in a multicultural environment with respect for diversity
- Any experience relate to disability inclusion and human rights issue will be an advantage.
- Familiarity with the Indonesian justice sector and / or CSO social justice programs.

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

#### **Reports to:**

Program Performance Manager

#### **Duration:**

Initially until 15 April 2021, with possibility for extension.

#### **Commencement:**

January 2020

#### **Location:**

Jakarta, with occasional traveling to other areas of Indonesia when required.

#### **Remuneration:**

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

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