

Terms of Reference

Senior Program Officer – Urban Mobility

Program Background

The **Kemitraan Indonesia Australia untuk Infrastruktur (KIAT)** is a 10-year facility supported by the Australian Government and implemented by Cardno. KIAT's overarching goal is to support 'sustainable and inclusive economic growth through improved access to infrastructure for all people'. To support this goal, KIAT works with the Government of Indonesia (GOI), Government of Australia, the private sector, Multilateral Development Banks (MDBs) and other development partners, as well as civil society to help achieve the following 'End-of-Facility Outcomes':

1. Improved GOI policy and regulatory framework for infrastructure development
2. High quality projects prepared and financed by GOI, the private sector and / or MDBs
3. High quality infrastructure delivery, management and maintenance by GOI

The initial focus of KIAT Facility is on the following areas: Water and Sanitation; Transport; Gender, Social Inclusion and Civil Society Engagement (GESI-CSE); and Infrastructure Funding and Financing.

Purpose of the Position

The Senior Program Officer – Urban Mobility coordinates and supports the design, implementation, monitoring and evaluation, and sustainability of KIAT activities in the Urban Mobility activity stream. The position applies technical knowledge to the urban mobility policies, planning and implementation and ensures the high quality performance of supported activities. The Senior Program Officer – Urban Mobility will be innovative and results-orientated and ensure that urban mobility activities are managed in a way to achieve lasting effectiveness to improve mobility in Indonesian cities.

Key Activities

The Senior Program Officer – Urban Mobility performs the following services:

- Identify strategic development priorities and opportunities in the urban mobility space for KIAT support in close collaboration with the other members of the KIAT Transport team and GOI counterparts.
- Establish effective working relationships with all relevant GOI counterparts including sub-national governments.
- Develop new activities in the urban mobility activity stream and support the preparation of concept notes, design documents, terms of reference and budgets.
- Provide technical assistance and capacity building support to GOI counterparts in line with KIAT's mandate and agreed priorities.
- Manage the performance of individual sub-contractors and subcontractor firms to ensure that the quality of services is delivered and meets professional standards, and is delivered within the allocated time and budget.
- Prepare progress reports, communications materials and other adhoc reporting relating to KIAT's activities in the urban mobility activity stream.
- Coordinate closely with KIAT's Gender Equality, Social Inclusion and Civil Society Engagement (GESI-CSE) section to identify actions across KIAT's urban mobility activities that promote gender equality and social inclusion for vulnerable groups, including identifying opportunities where CSE can help enhance impact. Coordination will include support for the production, implementation, and resourcing of GESI-CSE Action Plans for activities.

- Coordinate closely with KIAT's Performance Unit in the implementation of KIAT's Performance System, including leading participation in regular six-monthly cycles of setting progress markers against individual activity outcomes and reviewing progress towards their achievement.
- Facilitate KIAT, Australian Embassy and sub-contractor meetings and interactions with the relevant GOI stakeholders.
- Manage the performance of the staff reporting directly to the Senior Program Officer – Urban Mobility.
- Support coordination activities, information exchange and analysis with relevant GOI stakeholders.
- Provide direct technical assistance and support to GOI counterparts as jointly agreed with the Deputy Director Transport Policy, Planning and Delivery.
- Support the preparation, implementation, and monitoring of KIAT annual work plans in the urban mobility activities.
- Advise Program Officer(s) for the preparation and implementation of procurement plans and contracting arrangements with sub-contractors and service providers.
- Identify and assess risks to KIAT urban mobility activities and relationships and develop and implement risk mitigation plans.
- Ensure prudent management of KIAT's finances and take appropriate measures to maximise value for money in procurement, minimise fiduciary risk and avoid fraud.
- Participate in events, and dialogues with the relevant GOI counterparts, academia, development partners and other stakeholders as required.
- Ensure that consultations, meetings, and decision-making processes include representations of gender
- Other agreed inputs as requested by the Deputy Director Transport Policy, Planning and Delivery or delegate.

Selection criteria

- Tertiary qualifications preferably with a major in Urban Transport Planning, Traffic Engineering and/or Transport Engineering.
- Minimum 10 years of experience in Urban Transport Policy, Urban Transport Planning and Management.
- Demonstrated experience in the design and implementation of technical assistance and capacity building activities in the urban mobility sector.
- Experience in managing teams of consultants and sub-contractors.
- Demonstrated ability to work in a team in a complex, and cross-cultural operating environment.
- Proven ability to build and maintain relationships with key personnel in government.
- Strong interpersonal skills and oral and written communication skills in English.
- Advanced skills with computer-based applications.
- Experience with donor processes and procedures preferred.

Position details

Reports to: Deputy Director – Transport Policy, Planning and Delivery or delegate

Duration: 12 months' fixed-term with a possible extension

Contract: Long Term Assignment on Fixed-Term Contract

Commencement: November 2020

Location: Jakarta, Indonesia

Remuneration: commensurate to responsibilities and experience

Our Recruitment Policies

Cardno is an equal opportunity employer.

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment and may include relevant criminal record checks.

Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention. We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

We thank all applicants. However, due to the anticipated volume of applications, only the shortlisted candidates will be contacted.