

Terms of Reference

Senior Communications Officer

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 (MDB) and other development partners, as well as civil society to help achieve the following outcomes:

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

KIAT currently focuses on the following areas: Water and Sanitation; Transport; Infrastructure Funding and Financing; and Gender Equality, Disability and Social Inclusion (GEDSI).

Purpose of the Position

The purpose of the Senior Communications Officer position is to support the clear communication of KIAT's policy priorities and achievements in the Indonesian infrastructure sector to Indonesian and Australian audiences.

Objective

To achieve this purpose, the objective of the position is to support the delivery of high-quality communications activities for KIAT under the guidance of the KIAT Communications Adviser, and in close coordination with KIAT's technical teams and the broader KIAT communications team.

Key Activities

The key activities for the positions are:

1. Support KIAT staff and implementing sub-contractors in their delivery of KIAT's Communications Strategy (2022-26) objectives, including adherence to KIAT's Communications Guidebook and Style Guide
2. Develop and deliver inductions, training and socialisation exercises focussed on KIAT's Strategy, Communications Guidebook and Style Guide to ensure consistency of delivery with staff and implementing sub-contractors
3. Liaise and build relationships with communications related stakeholders in the Australian Embassy and GOI Ministries to ensure the effective delivery of communications material and messages
4. Support the development and delivery of regular quarterly communications plans, comprised of key activities, tasks and deliverables covering a 3-month period, as agreed with the Australia Embassy
5. Support the production of communications content for KIAT including but not limited to drafting and guiding content for the KIAT website, newsletters, video productions, brochures, and social media
6. Support the layout and graphics of selected KIAT reports to enhance their communication to stakeholders
7. Monitor and report on news channels (online and print) for infrastructure related articles of interest to KIAT
8. Support the management of sub-contracted communications service providers (e.g., graphics, event managers, translation services) to ensure high quality communications products.

9. Support KIAT technical teams in the development and implementation of KIAT activity-level communications strategies and materials to ensure they are clear, compelling and timely
10. Identify current and emerging risks to effective communications for the Facility and recommend actions to mitigate these risks

Key deliverables

1. Content for KIAT quarterly communications plans agreed with the Australian Embassy
2. Content for KIAT activity-level communications including but not limited to presentation materials, technical policy briefs, infographics, graphical design, and audio and video productions
3. Media monitoring reports on selected articles of interest to KIAT

Selection criteria

Essential

1. Relevant qualifications in communications, public information, marketing, journalism, or a similar field
2. Minimum eight years' experience and a proven track record in implementing communications activities for a large program including the use of key communications and graphics related software packages
3. Ability to work collaboratively and effectively as part of a large team in a supporting role
4. Strong interpersonal and negotiation skills, including experience liaising with a broad range of stakeholders, from government stakeholders at national and sub national levels through to communities
5. Excellent verbal and written communication skills in English and Bahasa Indonesia, including experience in preparing talking points, speeches, briefing notes, and inputs for printed and electronic media

Desirable

1. Availability for an immediate start
2. Familiarity with DFAT processes and procedures
3. Experience working in the infrastructure sector

Qualified female candidates and candidates from diverse backgrounds are encouraged to apply.

Position details

- Reports to:** KIAT Communications Adviser
- Assignment:** Full-time
- Duration:** Ongoing to 30 June 2023
- Commencement:** Immediate
- Location:** Jakarta
- Remuneration:** Engaged under a local contract in IDR and will be subject to Indonesian employment regulations and tax obligations.
- Applications:**
- 1) CV
 - 2) Statement (of up to 1,000 words) addressing the candidate's skills and experience, and outlining the relevance to the role
 - 3) Two names and contact details of referees

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.

Due to the anticipated volume of applications, only shortlisted candidates will be contacted.