

I. Position Information

Post Title : Project Officer for IR 2 (Public Education and Participation on Anticorruption) USAID Integritas Project
Duration : 1 (One) year (can be extended) – December 2023 to January 2024
Direct Supervisor : IR 2 Lead (Public Education and Participation in Anti-Corruption) USAID Integritas Project
Date of Advert : 7 November 2023
Deadline of Application: 21 November 2023

II. Organizational Context

Partnership for Governance Reform (KEMITRAAN)

KEMITRAAN is a multi-stakeholder organization established to promote governance reform. It works hand-in-hand with government agencies, CSOs, the private sector, and international development partners in Indonesia to bring about reform at both the national and local levels. KEMITRAAN builds crucial links between all levels of government and civil society to sustainably promote good governance in Indonesia.

Good governance is participatory, consensus-oriented, accountable, transparent, responsive, effective, efficient, equitable, inclusive and follows the rule of law. It assures that corruption is minimized, the views of minorities and most vulnerable in society are considered.

Since our inception in 2000, KEMITRAAN has established a wide range of multi-stakeholder networks at all levels. We work together with the government in mainstreaming good governance principles in public policy making, implementation and monitoring phases with evidence-based approach.

USAID INTEGRITAS

Awarded on January 10, 2022, the Indonesian Integrity Initiative (INTEGRITAS) is a five-year program funded by USAID/Indonesia and implemented by KEMITRAAN, in collaboration with Indonesia Corruption Watch (ICW), Transparency International-Indonesia, and the Basel Institute on Governance, and in partnership with Indonesian civil society organizations (CSOs) and government agencies. INTEGRITAS seeks to address corruption in Indonesia through a dual-tracked approach of systems strengthening and public engagement that facilitates local civil society efforts to address systemic corruption vulnerabilities and conflicts of interest in the country.

The goal of INTEGRITAS is to support the Government of Indonesia (GOI) in its corruption prevention efforts through enhancing civic engagement and strengthening a culture of integrity for both the public and private sectors. INTEGRITAS seeks to enhance Indonesian civil society's capacity and role to more effectively partner with and support key GOI oversight institutions, while simultaneously ensuring sufficient preventative and oversight mechanisms are in place in the public and private sectors. The activity will cooperate and work with government and non-government key actors to achieve this goal through two interrelated intermediate results (IRs):

- IR 1: Implementation of transparent policies and practices that reduce conflicts of interest increased.
- IR 2: Public education on, awareness of, and participation in anti-corruption efforts improved.

Under the guidance and direct supervision of the IR 2 Lead, INTEGRITAS seeks 1 (One) Program Officer to be primarily responsible for the coordination of the program and implementation of related activities under IR 2. S/he will be responsible for coordinating the overall program planning, implementation, and monitoring of progress, as well as reporting, and synergizing activities across the relevant staff, grantees, and experts within the program. The project officer will support the IR 2 Lead to ensure smooth implementation and coordination of monitoring and evaluation activities, for the specific quality and timely results, and follow all necessary administrative (KEMITRAAN and USAID) rules and policies.

Interested candidates are invited to submit a Cover Letter and CV responding to this advertisement. The selection process will consist of (but not limited to) a written test and interview.

III. Functions / Key Results Expected

Summary of Key Functions:

- Programmatic strategic direction and operation
- Program design and formulation
- Program management and implementation
- Strategic partnership and networking

1. Handle program implementation of several INTEGRITAS IR 2 tasks on strengthening public education and participation in anti-corruption, under the supervision of the IR 2 Lead, including program planning, implementation, coordination, monitoring, and reporting
2. Assist IR 2 Lead in the program planning, coordination, and monitoring of task implementation (including tracking procurement list, activity timeline, and forecasting).
3. Draft work plan sections and develop materials needed to assist the IR 2 Lead.
4. Monitor the progress of technical project activities to measure performance and results. This includes assisting the IR 2 Lead to review any grantee/sub-contractor/consultant report and updates under specific IRs in IR 2.
5. Conduct meetings on a regular basis with Government of Indonesia officials, and project's grantees concerning program activities, along with the IR 2 Lead, and represent the IR 2 Lead if/when requested.
6. Ensure timely implementation of activities, in accordance with program schedules developed jointly with the IR 2 Lead.
7. Periodically, write reports on the project's activities and achievements for the IR 2 Lead's review
8. Perform other duties and responsibilities assigned by the IR 2 Lead.
9. Together with other related staff, assist preparatory work of direct implementation and procurement/bidding process (e.g., prepare TOR for activities, circulating announcement, technical briefing (etc), manage the process of developing program proposal to the issuance of Grants or Contract agreement, budgets, and cost analysis to monitoring and reporting on the

program to donors and all related documents of the process.

10. Manage good relations with project stakeholders (government officials, CSOs, targeted communities, etc).
11. Coordinate with other units in KEMITRAAN (as needed) to facilitate cross-fertilization and internal networking.

IV. Impact of Results

The key impact of results to be achieved are as follows:

- the successful and timely implementation of activities within the project.
- Ensure key results and deliverables are in line with project outcome and impact
- on the design quality, proposal development appropriateness, project document development and management oversight with regard to project implementation and organizational vision and mission.

V. Competencies

Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- Demonstrates integrity by modeling professional values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Plans, prioritizes, and delivers tasks on time
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

People Skills:

- Sets clear performance goals and standards; executes responsibilities accordingly
- Able to navigate changes; flexible, adaptive and possess emotional resilience
- Able to use knowledge to make decision and adjustments in their work in order to achieve greater impact

Partnering & Networking:

- Seeks and applies knowledge, information, and best practices from within and outside the Partnership

Results-Orientation:

- Plans and produces quality results to meet established goals
- Innovation & Judgment
- Contributes creative, practical ideas and approaches to deal with challenging situations
- Strives for quality client-centred services (internal/external);

Communication:

- Demonstrates effective written and oral communication skills
- Demonstrates good negotiations skills; good listener and responsive

Job Knowledge & Expertise

- Executes day-to-day tasks systematically & efficiently
- Uses Information Technology effectively as a tool and resource

- Familiar with ICT, social media and online design tools
- Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications

Education & Skill:	<p>Minimum Bachelor’s degree (S1) in a relevant field (e.g. international relations, law, politics, public policy, development studies, communications, etc) with specialization in good governance, civil society organizations, and anti-corruption in Indonesia. Specific interest and knowledge in natural resources, environment, and business sectors are an advantage.</p> <p>Strong skills in public education and participation especially civil society oversight, bureaucratic reform, policy analysis, report writing, and presentation, and good skills in the use of social media as campaign tools; a clear commitment to governance reform. Experience in conducting or overseeing multidiscipline research in various methods is an advantage.</p>
Experience:	<p>At least 5 (five) years’ experience in program management, facilitation and public education and campaign, 3 (three) years of experience in program management at mid to senior level; 3 (three) years of specialized experience working with CSOs and/or government agencies</p> <p>Wide network with regard to anti-corruption, bureaucratic reform, natural resources and private business policies; Experience working with international donors/International and national NGOs, especially USAID, preferred.</p>
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date: 11/03//2023
Supervisor Meissy Sabardiah		
Name	Signature	Date
Chief Division/Section Justin Snyder		
Name	Signature	Date
		11/03/2023