

Information for Applicants – Short Term Consultant (KOMPAK)

Position Title:	Program Coordination Officer
Position Location:	Jakarta, Indonesia
Position Type:	STC
Contract Duration:	6 months
Estimated Start Date:	1 March 2017
Application Closing Date:	12 February 2017

Overview

Thank you for your interest in the position of **Program Coordination Officer** with the KOMPAK Program, as managed by Abt Associates on behalf of the Australian Government.

This document includes information on the following:

- Program Overview;
- Introduction to Abt Associates;
- Application process;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Program Overview

KOMPAK is an Australia-Indonesia government partnership supporting the Government of Indonesia's efforts in reducing poverty through improvements in basic service delivery and creating opportunities for work. KOMPAK focuses its efforts on three result areas:

1. Improving access, quality and delivery of basic services in health, education and legal identity;
2. Strengthening village governance, community participation in governance as well as community-led development and;
3. Creation of opportunities for off-farm employment and economic development.

Abt Associates – Who We Are

Abt Associates is a global development consulting firm with over 10 years' experience operating within the health and social sectors in the Australian and Asia-Pacific region. We are a company that has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us. For more information about our company and what we do visit our website at www.abtassociates.com.au.

Our Values

Mission-Driven.

We are united by our mission to improve the lives of people worldwide.

Global.

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence.

We strive to meet and exceed the highest professional standards.

Collaborative.

We know that working collaboratively produces excellence.

Accountable.

We take responsibility for what we do and how we do it.

Balanced.

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Visit the Abt Associates website (www.abtassociates.com.au) and navigate to the 'Careers' section.
2. Locate the position you are applying for and select 'Job Details'.
3. Click on the 'Apply Online' button and follow the prompts.

It should take between 10-20 minutes for you to complete the online application. Before submitting your application it is recommended that you have the following documentation prepared so that these can be readily uploaded during the application process:

1. An electronic version of your CV in MS Word or PDF format (less than 3MB);
2. A statement addressing the key selection criteria (maximum 3 pages). This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and
3. Details of at least 3 professional referees (preferably your current supervisor and 2 previous supervisors).

Other Points to Consider:

1. You will need to submit a separate application for each position that you apply for.
2. If you are successful in being short-listed or are selected for this position you may be required to undertake a police check, psychometric test and/or a medical examination.
3. Only short-listed candidates will be contacted.
4. Women are encouraged to apply.

Lodging Your Application:

All applications should be submitted online through our website at:

www.abtassociates.com.au.

Should you experience any difficulties with the submission process, or have any questions about this role then please contact:

Contact Name: KOMPAK HR Team

Email: HR@kompak.or.id

Closing Date: **12 February 2017**

Terms of Reference

The Services that the successful candidate is to provide include, but are not limited to, fulfilling the following Terms of Reference:

Terms of Reference	Kerangka Acuan Kerja
Position Title: Program Coordination Officer	Nama Jabatan: <i>Program Coordination Officer</i>
Location: Jakarta, Indonesia	Lokasi: Jakarta, Indonesia
Reporting To: <ul style="list-style-type: none"> Director for Labor and Employment Opportunities, Bappenas Chief of Program, KOMPAK 	Melapor Kepada: <ul style="list-style-type: none"> Direktur Tenaga Kerja dan Perluasan Kesempatan Kerja, Bappenas Kepala Program KOMPAK
Duration of Assignment: initial assignment up to 6 months with possible extension	Jangka Waktu Penugasan: Penugasan awal maksimal 6 bulan dengan kemungkinan perpanjangan
Abt Associates Values The incumbent must demonstrate a high level of commitment to following values of Abt Associates: Mission-Driven. We are united by our mission to improve the lives of people worldwide. Global. We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world. Committed to Excellence. We strive to meet and exceed the highest professional standards. Collaborative. We know that working collaboratively produces excellence. Accountable. We take responsibility for what we do and how we do it. Balanced. We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.	Nilai-nilai Abt Associates Pihak yang menjabat harus menunjukkan tingkat komitmen yang tinggi terhadap nilai-nilai Abt Associates berikut: Digerakkan oleh Misi. Kami disatukan oleh misi kami memperbaiki kehidupan orang-orang di seluruh dunia. Global. Kami merupakan sebuah masyarakat global, yang menghadirkan pengetahuan, keahlian, dan perspektif yang beragam terhadap banyak tantangan yang dihadapi oleh dunia saat ini. Berkomitmen terhadap Keunggulan. Kami berupaya memenuhi dan melampaui standar profesional tertinggi. Kolaboratif. Kami tahu bahwa bekerja secara kolaboratif akan menghasilkan keunggulan. Akuntabel. Kami bertanggung jawab dengan apa yang kami lakukan dan bagaimana cara kami melakukannya. Seimbang. Kami mempertahankan energi dan komitmen yang kami bawa pada peran kami dengan mempromosikan keseimbangan yang sehat

	antara kehidupan pribadi dan kehidupan profesional kami.
<p>Project Summary</p> <p>KOMPAK is an Australia-Indonesia government partnership supporting the Government of Indonesia's efforts in reducing poverty through improvements in basic service delivery and creating opportunities for work. KOMPAK focuses its efforts on three result areas:</p> <ol style="list-style-type: none"> 1. Improving access, quality and delivery of basic services in health, education and legal identity; 2. Strengthening village governance, community participation in governance as well as community-led development and; 3. Creation of opportunities for off-farm employment and economic development. 	<p>Ringkasan Proyek</p> <p>KOMPAK adalah kemitraan Pemerintah Australia dan Indonesia yang mendukung Pemerintah Indonesia untuk mengurangi kemiskinan melalui peningkatan pelayanan dasar dan menciptakan kesempatan ekonomi yang lebih besar. KOMPAK akan memfokuskan kegiatannya pada tiga area:</p> <ol style="list-style-type: none"> 1. Peningkatan akses, kualitas pelayanan dasar di bidang kesehatan, pendidikan dan identitas hukum; 2. Penguatan tata kelola pemerintah desa, partisipasi masyarakat dalam tata kelola pemerintahan dan pembangunan berbasis masyarakat; 3. Penciptaan peluang-peluang ekonomi di sektor non-pertanian dan pembangunan ekonomi.
<p>Purpose</p> <p>To provide program coordination support to Bappenas as the Coordinating Authority for KOMPAK, and serve as a principal liaison between Bappenas and KOMPAK on day to day programmatic, operational and administrative issues.</p> <p>The position will be placed in KOMPAK while reporting to both the Director for Labor and Employment Opportunities (Bappenas) and the Chief of Program (KOMPAK).</p>	<p>Tujuan</p> <p>Memberikan dukungan koordinasi program kepada Bappenas selaku Koordinator Program KOMPAK, berfungsi sebagai penghubung utama antara Bappenas dan KOMPAK dalam hal program, operasional dan administrasi program.</p> <p>Posisi ini akan ditempatkan di KOMPAK, namun akan melapor baik kepada Direktur Tenaga Kerja dan Perluasan Kesempatan Kerja maupun Kepala Program KOMPAK.</p>
<p>Specific Duties and responsibilities</p> <ol style="list-style-type: none"> 1. Provide technical, management, and logistic support in organizing meetings and workshops related to KOMPAK Steering Committee (SC), Technical Committee (TC), and Thematic Working Groups (TWG) 2. Support harmonization and coordination of workplans and activities among different units in Bappenas and between Bappenas and relevant line ministries. 3. Support planning, coordination, implementation and oversight of KOMPAK-supported activities in Bappenas. 	<p>Tugas dan Tanggungjawab</p> <ol style="list-style-type: none"> 1. Memberikan dukungan teknis, manajemen, dan logistik dalam mengelola pertemuan dan lokakarya terkait Pertemuan Komite Pengarah, Komite Teknis, dan Kelompok Kerja Tematik. 2. Memberikan dukungan koordinasi dan harmonisasi rencana kerja dan implementasi kegiatan pada unit kerja di Bappenas dan antara Bappenas dengan kementerian terkait. 3. Memberikan dukungan perencanaan, koordinasi, implementasi dan pengawasan kegiatan di Bappenas yang didukung oleh KOMPAK.

<p>4. Facilitate coordination and communications between Bappenas and KOMPAK on KOMPAK governance-related matters</p> <p>5. Support development of reports and materials related to KOMPAK progress and activities, as required</p> <p>6. Any other relevant tasks as when assigned by Bappenas or Chief of Program (KOMPAK).</p>	<p>4. Memfasilitasi koordinasi dan komunikasi antara Bappenas dan KOMPAK terkait tata kelola program KOMPAK</p> <p>5. Mendukung pengembangan laporan dan bahan-bahan terkait capaian dan kegiatan KOMPAK, sebagaimana diperlukan</p> <p>6. Tugas lain yang sesuai dengan penugasan dari Bappenas atau Kepala Program KOMPAK.</p>
<p>Deliverables and timeline</p> <p>Monthly report that includes:</p> <ul style="list-style-type: none"> • Summary of key meetings and discussions related to KOMPAK’s governance, including SC, TC, and TWG; • Overall progress in the Bappenas-executed activities; • Summary of key achievements and activities undertaken in each Technical Working Group; • Other related report. 	<p>Capaian dan batas waktu</p> <p>Laporan bulanan yang meliputi:</p> <ul style="list-style-type: none"> • Ringkasan hasil rapat dan diskusi kunci terkait tata kelola KOMPAK, termasuk Komite Pengarah, Komite Teknis dan Pokja Tematik; • Progres dan capaian kegiatan-kegiatan yang dikelola Bappenas; • Ringkasan hasil capaian dan kegiatan per Pokja Tematik; • Laporan lain yang berkaitan dengan penugasan.
<p>Selection Criteria</p> <ul style="list-style-type: none"> • Undergraduate degree in related subjects or suitable professional experience; • Minimum 3 years of related work experience relevant to program development, data analysis in private sector or in government; • Experience working with Government and donors on development programs; • Technical skills related to monitoring and evaluation; • Able to analyse and present complex information; strong presentation, communications and writing skills in both English and Bahasa Indonesia; • Proven record of strong interpersonal and liaison skills and ability to work in sensitive and challenging policy environments; • Proven record of strong performance working in teams (teamwork) as well as working independently to deliver quality work. 	<p>Kriteria Seleksi</p> <ul style="list-style-type: none"> • Gelar sarjana dengan kuliah terkait atau pengalaman profesional yang sesuai; • Minimum 3 tahun pengalaman kerja yang berhubungan pengembangan program, analisis data di sektor swasta atau pemerintah; • Berpengalaman bekerjasama dengan Pemerintah dan donor dalam program-program pembangunan; • Memiliki keahlian pemantauan dan evaluasi; • Memiliki kemampuan dalam melakukan analisa atas sejumlah informasi yang kompleks, kemampuan presentasi, berkomunikasi dan menulis yang sangat baik dalam Bahasa Inggris dan Bahasa Indonesia; • Terbukti memiliki kemampuan interpersonal yang sangat baik dan mampu beradaptasi di lingkungan kerja yang sensitif dan penuh tantangan; • Terbukti mampu bekerja secara efektif baik mandiri maupun di dalam tim dalam menyampaikan kualitas kerja.

<p>Other responsibilities</p> <ul style="list-style-type: none"> • Immediately report any suspected fraudulent or corrupt activities to your KOMPAK supervisor or relevant Director; • Proactively identify and report risks, and manage risks within your level of accountability; • Comply with Abt Associates and Program’s policies on gender, disability, fraud and anticorruption, HIV and AIDS, child protection and the environment. 	<p>Kewajiban Lainnya</p> <ul style="list-style-type: none"> • Segera melaporkan kepada atasan anda atau Direktur yang relevan setiap ada kecurigaan adanya kegiatan-kegiatan kecurangan atau korupsi; • Secara proaktif mengenali dan melaporkan resiko, dan mengatasi resiko sesuai tingkat akuntabilitas anda; • Mematuhi semua kebijakan-kebijakan Abt Associates dan Program mengenai jender, difabel, kecurangan dan anti korupsi, HIV and AIDS, perlindungan anak dan lingkungan.
<p>Core Competencies</p> <ul style="list-style-type: none"> • Delivers Results • Builds Internal and External Customer Satisfaction and Loyalty • Develops People • Communicates • Sets Vision and Direction • Demonstrates Sound Financial and Business-Related Practices • Builds Teams and Cooperation • Promotes Technical Excellence and Quality • Promotes Diversity • Acts as a Role Model 	<p>Kompetensi Utama</p> <ul style="list-style-type: none"> • Memberikan Hasil • Membangun Loyalitas dan Kepuasan Pelanggan Internal dan Eksternal • Mengembangkan Potensi Diri dan Lingkungan • Melakukan komunikasi • Menetapkan Visi dan Arah • Menunjukkan Praktek Keuangan dan Praktek Bisnis yang Baik • Membangun Tim dan Kerjasama • Mempromosikan Mutu dan Keunggulan Teknis • Mempromosikan Keragaman • Bertindak sebagai Panutan

Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

- | | | |
|--------|---|--|
| KSC 1. | Undergraduate degree in related subjects or suitable professional experience; | Gelar sarjana dengan kuliah terkait atau pengalaman profesional yang sesuai; |
| KSC 2. | Minimum 3 years of related work experience relevant to program development, data analysis in private sector or in government; | Minimum 3 tahun pengalaman kerja yang berhubungan pengembangan program, analisis data di sektor swasta atau pemerintah |
| KSC 3. | Experience working with Government and donors on development programs; | Berpengalaman bekerjasama dengan Pemerintah dan donor dalam program-program pembangunan |
| KSC 4. | Technical skills related to monitoring and evaluation; | Memiliki keahlian pemantauan dan evaluasi |
| KSC 5. | Able to analyse and present complex information; strong presentation, communications and writing skills in both English and Bahasa Indonesia; | Memiliki kemampuan dalam melakukan analisa atas sejumlah informasi yang kompleks, kemampuan presentasi, berkomunikasi dan menulis yang sangat baik dalam Bahasa Inggris dan Bahasa Indonesia |
| KSC 6. | Proven record of strong interpersonal and liaison skills and ability to work in sensitive and challenging policy environments; | Terbukti memiliki kemampuan interpersonal yang sangat baik dan mampu beradaptasi di lingkungan kerja yang sensitif dan penuh tantangan |
| KSC 7. | Proven record of strong performance working in teams (teamwork) as well as working independently to deliver quality work. | Terbukti mampu bekerja secara efektif baik mandiri maupun di dalam tim dalam menyampaikan kualitas kerja |

If no response to the above Key Selection Criteria is made, applications will not be considered further.

We encourage applicants from experienced and capable women, and people with disabilities.