

Information for Applicants – Locally Engaged Staff (KOMPAK)

Position Title:	District Coordinator
Position Location:	North Lombok
Position Type:	Defined period contract
Contract Duration:	6 month with possibility of extension.
Estimated Start Date:	March 16, 2017
Application Closing Date:	February 12, 2017

Overview

Thank you for your interest in the position of District Coordinator 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.

Abt Associates is a recognised leader in the international development sector. Working with our many partners, Abt Associates implements bold innovative solutions to improve the lives of the community and deliver valued outcomes for our clients. We provide a comprehensive range of services from policy to service delivery in the public and private sectors contributing to long term benefits for clients and communities. Operating in remote and challenging environments, we offer innovative solutions, extensive experience in the region, strong technical capacity, and a proven project management track record. We are committed to gender equity in our employment strategies and encourage applications from capable women. Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

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: February 12, 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: District Coordinator	Nama Jabatan: Koordinator Kabupaten
Location: North Lombok	Lokasi: Lombok Utara
Reporting To: Provincial Manager	Melapor Kepada: Manager Provinsi
Duration of Assignment: 6 month with possibility of extension.	Jangka Waktu Penugasan: 6 month with possibility of extension.
<p>Abt Associates Values</p> <p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates :</p> <p>Mission-Driven.</p> <p>We are united by our mission to improve the lives of people worldwide.</p> <p>Global.</p> <p>We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p>Committed to Excellence.</p> <p>We strive to meet and exceed the highest professional standards.</p> <p>Collaborative.</p> <p>We know that working collaboratively produces excellence.</p> <p>Accountable.</p> <p>We take responsibility for what we do and how we do it.</p> <p>Balanced.</p> <p>We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>	<p>Nilai-nilai Abt Associates</p> <p>Pihak yang menjabat harus menunjukkan tingkat komitmen yang tinggi terhadap nilai-nilai Abt Associates berikut:</p> <p>Digerakkan oleh Misi.</p> <p>Kami disatukan oleh misi kami memperbaiki kehidupan orang-orang di seluruh dunia.</p> <p>Global.</p> <p>Kami merupakan sebuah masyarakat global, yang menghadirkan pengetahuan, keahlian, dan perspektif yang beragam terhadap banyak tantangan yang dihadapi oleh dunia saat ini.</p> <p>Berkomitmen terhadap Keunggulan.</p> <p>Kami berupaya memenuhi dan melampaui standar profesional tertinggi.</p> <p>Kolaboratif.</p> <p>Kami tahu bahwa bekerja secara kolaboratif akan menghasilkan keunggulan.</p> <p>Akuntabel.</p> <p>Kami bertanggung jawab dengan apa yang kami lakukan dan bagaimana cara kami melakukannya.</p> <p>Seimbang.</p> <p>Kami mempertahankan energi dan komitmen yang kami bawa pada peran kami dengan mempromosikan keseimbangan yang sehat antara kehidupan pribadi dan kehidupan profesional kami.</p>

<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>The key purpose of this position is to coordinate and ensure the project activities are implemented as planned and maintain and strengthen relationships with district partners and garner buy-in from district governments. This role will identify the needs and provide input and facilitate project implementation at district level.</p>	<p>Tujuan</p> <p>Tujuan utama dari posisi ini adalah untuk mengkoordinasikan dan memastikan kegiatan proyek dilaksanakan sebagaimana yang direncanakan termasuk membangun dan memperkuat hubungan dengan mitra kabupaten, meningkatkan dukungan pemerintah kabupaten, mengidentifikasi kebutuhan, menyediakan input dan memfasilitasi pelaksanaan kegiatan proyek di tingkat kabupaten.</p>
<p>Specific Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Build and maintain good contacts and relationship with all district partners including district governments, local CSO/organizations, and other donors; 2. Facilitate and coordinate technical delivery of activities related to frontline, VL implementation and community empowerment activities; 3. Provide support for policy dialogues on certain policy and agenda at district level, relating with PFM, governance, decentralisation and bureaucratic reform; 4. Provide recommendations to the KOMPAK provincial and national offices 	<p>Tugas dan Tanggungjawab</p> <ol style="list-style-type: none"> 1. Membangun dan memperkuat kontak dan hubungan dengan semua mitra kabupaten termasuk pemerintah kabupaten, CSO/organisasi lokal, dan donor lain nya; 2. Memfasilitasi dan mengkoordinasikan bantuan teknis terkait kegiatan – kegiatan frontline, pelaksanaan UU desa dan pemberdayaan masyarakat; 3. Menyediakan dukungan untuk pelaksanaan kegiatan dialog kebijakan terkait PFM, tata kelola pemerintahan, desentralisasi dan reformasi birokrasi di tingkat kabupaten;

<p>for the effective ways of supporting smart practices and good initiatives within district governments;</p> <ol style="list-style-type: none"> 5. Engage in monitoring implementation of project activities; 6. Provide quality assurance to the delivery of activities and facilitating engagement between CSO partners, KOMPAK and local government partners as relevant to the activities; 7. Develop and maintain effective working relations with the provincial and district partners; 8. Work closely and maintain good relationship with the technical staff/teams in provincial and national KOMPAK offices; 9. Support to arrange program field missions related to joint monitoring, including those involving key government, donor and other partners; 10. Support KOMPAK's efforts to proactively form alliances with other donor and DFAT funded programs (particularly MAMPU, KSI, AIPJ and PEDULI) as well as with other targeted CSO networks in the district; 11. Complete other tasks as directed by the PM or/and Sub-National Lead. 	<ol style="list-style-type: none"> 4. Memberikan rekomendasi kepada kantor KOMPAK provinsi dan nasional terkait cara - cara efektif dalam mendukung pelaksanaan praktek cerdas dan inisiatif baik di pemerintah kabupaten; 5. Terlibat dalam pelaksanaan kegiatan – kegiatan monitoring terhadap pelaksanaan aktivitas proyek; 6. Menyediakan <i>quality assurance</i> untuk pelaksanaan kegiatan proyek dan memfasilitasi keakraban hubungan antara mitra LSM, KOMPAK dan pemerintah kabupaten yang berhubungan dengan pelaksanaan kegiatan; 7. Membangun dan membina hubungan kerja yang efektif dengan mitra pemerintah kabupaten; 8. Bekerja secara dekat dan memperkuat hubungan kerja dengan tim/staff teknis di kantor KOMPAK provinsi dan nasional; 9. Mendukung pelaksanaan kunjungan lapangan yang berhubungan dengan kegiatan monitoring bersama, termasuk yang melibatkan mitra utama pemerintahan, donor dan mitra lainnya; 10. Mendukung usaha KOMPAK yang proaktif membangun aliansi dengan program – program lain yang di danai oleh DFAT (khusus nya MAMPU, KSI, AIPJ dan PEDULI) termasuk juga dengan jaringan LSM lain di tingkat kabupaten; 11. Melakukan tugas – tugas lain sebagaimana diminta oleh manager provinsi atau/dan Sub-national Lead.
<p>Other tasks</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. • Undertake other duties as required by your supervisor. 	<p>Tugas-tugas 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 sebatas tingkat akuntabilitas anda.

<ul style="list-style-type: none"> • Comply with Abt Associates and Program's policies on gender, disability, fraud and anticorruption, HIV and AIDS, child protection and the environment. 	<ul style="list-style-type: none"> • Melakukan tugas-tugas lain yang diperlukan oleh atasan anda. • Mematuhi semua kebijakan-kebijakan Abt Associates dan Program mengenai jender, keterbatasan gerak, kecurangan dan anti korupsi, HIV and AIDS, perlindungan anak dan lingkungannya.
<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 Orang • Melakukan komunikasi • Menetapkan Visi dan Arah • Menunjukkan Praktek Keuangan dan Praktek Terkait 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.	A degree in a relevant field (politics, social studies, education, development studies, legal studies or other related field);	Mempunyai gelar di bidang yang relevan (politik, pendidikan, studi sosial, studi pembangunan, studi hukum atau bidang lain yang berhubungan);
KSC 2.	At least 4 years of relevant experience working in supporting district governments on frontline service improvement and community development programs;	Paling kurang mempunyai 4 tahun pengalaman kerja yang relevan dengan program-program perbaikan layanan dasar dan pemberdayaan masyarakat;
KSC 3.	Having managerial experience to be able to manage a district team, set priorities and monitor progress;	Mempunyai pengalaman managerial termasuk mampu mengelola tim kabupaten, menentukan prioritas dan memonitor kemajuan.
KSC 4.	Ability to communicate and build effective relationships with all clients, peers, and stakeholders;	Mampu berkomunikasi dan membangun hubungan yang efektif dengan semua klien, teman kerja dan stakeholder lainnya;
KSC 5.	Strong facilitation and presentation skills;	Mempunyai kemampuan yang bagus dalam memfasilitasi dan presentasi;
KSC 6.	Ability to work hands-on, independently, and within team in difficult work environment;	Mampu bekerja secara mandiri dan dengan tim dalam situasi lingkungan kerja yang sulit;
KSC 7.	A good written skill to be able to develop good drafts of reports and analysis in a clear, concise and convincing manner;	Kecakapan dalam menulis dengan baik sehingga mampu membuat laporan yang bagus dengan analisa yang jelas, ringkas dan meyakinkan;
KSC 8.	Fluency in English is desirable.	Lancar dalam Bahasa Inggris sangat diinginkan.

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.