

Vacancy Parliamentarians Advocate

Place of Assignment: Indonesian Forum of Parliamentarians on Population and Development (IFPPD), DPR, Jakarta

Responsible to: Director of Advocacy and IEC BKKBN, Chairperson of IFPPD and NPO Advocacy of UNFPA.

Main Task: Support Director of Advocacy and IEC BKKBN, Chairperson of IFPPD and NPO Advocacy in planning, monitoring, evaluating, reporting, the implementation of advocacy to the Indonesian Parliamentarians on ICPD related issues;

Type of Contract: Government contract

Length of contract : 1 year initially

Tasks and Responsibilities:

1. Conduct advocacy to Indonesian Parliamentarians on issues related to ICPD unfinished agenda in the context of SDGs;
2. Provide day to day management and technical support in the 9th Country Programme Implementation at Indonesian Parliament (DPR);
3. Develop TOR and agenda of the advocacy interventions, monitoring and facilitating, reporting, and documentation of Indonesian Parliament interventions;
4. Take pro-active role to support the development and implementation of the agreed work-plan;
5. Ensure the quality and timeliness of the Parliamentarians advocacy annual work-plans and its compliance with the Country Programme Action Plan (CPAP).
6. Submit regular progress report and ensure that the annual programme progress report and final programme analysis report are prepared and submitted in a timely manner and to the highest standard of quality.
7. Supervise the use of project funds, ensuring the funds are used appropriately and efficiently, and ensure the completion of the required documentation.
8. Undertake monitoring programme implementation.

Requirement:

- Bachelor's degree in demography, health, population and/or other related social science.
- At least 4 (four) years of progressively experience in advocacy and programme management; experiences in working with Indonesian Parliament is an advantage.
- Solid understanding of population, reproductive health, and gender related issues.
- An understanding of planning, implementing and monitoring processes.
- Ability to liaise and affiliate with Government and Parliament.
- Able to work within a team and work effectively under pressure.
- A strong capability to communicate clearly and concisely in both oral and written English and Bahasa Indonesia.

- Proficiency in current office software applications.

Application letter

Interested individual should send his/her CV, latest photograph to the following email address:

Parliamentarians.advocate@gmail.com

Not later than 24 June 2016.