

## PEACE BRIGADES INTERNATIONAL INDONESIA PROJECT JOB DESCRIPTION



**Position:** Training and Protection Coordinator  
**Reports to:** PBI Indonesia Project Committee  
**Location:** Elsam's Jakarta Office, Indonesia  
**Benefits:** €29,000 per year pro rata  
30 days annual leave  
Insurance  
Return Flight  
**Hours:** 37.5 hours per week  
**Duration:** 2 years

### **Overview**

Peace Brigades International (PBI) is an international grassroots NGO that has promoted nonviolence and protected human rights since 1981. PBI uses its international presence and global networks to protect, support and enable the work of human right defenders and local activists for peaceful social change. For nearly 30 years, we have protected the lives of hundreds of activists, proving that the combination of accompaniment and international pressure deters violence and creates space for local activists to work for peace and human rights. We are nonpartisan and do not interfere in the affairs of those we accompany, because we believe that a lasting peace cannot be imposed from outside but must come from the desires of local people. PBI's website ([www.peacebrigades.org](http://www.peacebrigades.org)) contains more information.

Elsam (*Lembaga Studi dan Advocacy Masyarakat*, Institute for Policy Research and Advocacy), is an Indonesian think tank based in Jakarta that was established in 1993 by a number of human rights activists and lawyers. ELSAM works within the broad objective of supporting the development of a democratic political order through strengthening civil society and human rights, and carries out a wide range of activities related to human rights advocacy at both the policy and community levels.

The PBI Indonesia Project (IP) is a joint initiative between Peace Brigades International (PBI) and Elsam to provide a capacity building programme to Indonesian human rights defenders (the programme participants). The Training and Protection Coordinator will be based in Elsam's office in Jakarta together with the Project Coordinator and will report directly to PBI's Indonesia Project Committee (PC). Guidance and input will be provided from other PBI entities including the International Office.

The post requires a strong self-starter able to work independently, meet deadlines and achieve results quickly in a complex, multi-stakeholder environment.

This position is dependent on funding being secured for the duration of the project. The Project Committee is looking to appoint the right candidate to start in May 2014. Due to funder requirements only European nationals can apply to this post.

The successful applicant will be required to undergo two months of training in Germany prior to starting in Jakarta. This is an unaccompanied post.

## **Responsibilities**

### **Development and delivery of capacity building training programme**

- Development and delivery of the following modules:
  - Security and protection including principles, theories, strategies and tools including conflict and political analysis, stakeholder mapping and emergency response mechanisms to support human rights defenders.
  - International advocacy including supporting participants in developing international advocacy strategies and their advocacy skills.
  - Coalition building, networking and advocacy including increasing the capacity of participants to advocate for their recognition and protection as human rights defenders and to raise awareness of ongoing human rights abuses and advocate for reform.
  - IT, communications and personal security (in conjuncture with external experts).
  - Train the trainers.
- Monitor and be aware of changes to security and protection norms and national and international mechanisms to support human rights defenders and adapt training curriculum accordingly.
- Collaborate with partner organisations and external consultants as appropriate.
- Review and evaluate design and delivery of capacity building on an ongoing basis and make amendments and additions as required.
- Tailor design and delivery based on individual capacity and performance of participants.
- Ensure design and delivery of training programme is based on the principles of:
  - adult peer to peer learning best practice
  - elicitation training
  - facilitation rather than 'training' whenever possible
  - consensus based decision making amongst the group.
- Work with other staff to provide a unified, holistic training programme.

### **HRD monitoring and protection programme**

- Work with the project team to create and implement a HRD monitoring and protection program.
- Participate in relationship building with international stakeholders, Indonesian civil society organisations and front line human rights organisations as required.
- Participate in the analysis of the changing political climate and adapt training programme accordingly, in consultation with the Indonesia Project Committee and Project Steering Group.

### **Recruitment, support and evaluation of human rights defenders**

- Mentor and support programme participants on an ongoing basis and through a variety of formal and informal means to enhance their participation in the

- capacity building training programme.
- Participate in the recruitment, selection and evaluation of programme participants.
- Participate in risk analysis of participants participation in the programme on an ongoing basis.
- Participate in assessment of participants to establish baseline skills and knowledge and adapt the training programme accordingly.

### **Required Skills & Experience**

- Proven experience in training design and delivery.
- Experience and understanding of a range of training delivery methodologies.
- Experience in designing and implementing capacity building programmes.
- Experience adapting learning techniques to different audiences, including people with little or no formal education.
- Conflict mediation skills.
- Thorough understanding of international human rights trends and up to date knowledge of contemporary Indonesian politics, especially with regards to human rights issues.
- Knowledge and implementation of protection approaches and mechanisms to support human rights defenders at risk.
- Proven project management experience.
- Proven experience of working in a high-pressure environment with tight deadlines.
- Ability to motivate yourself.
- Understanding of cultural nuances of Indonesian society.
- Ability to speak, read and write fluently in Bahasa Indonesia.
- Ability to speak, read and write fluently in English.
- A commitment to equal opportunities.
- Able to commit to the principles of PBI; non-interference, non-partisanship and non-violence.

### **Desired Skills and Experience**

- Experience of peer to peer adult teaching and / or coaching.
- Experience of working with a consensus based environment.
- Experience with relationship building with the Government of Indonesia or any other stakeholders of the program.
- Knowledge of human rights issues directly facing people in marginalized areas of Indonesia.
- Knowledge of protection issues facing human rights defenders in marginalized areas of Indonesia.
- Theoretical and practical expertise in the field of civil conflict resolution/crisis prevention with a project-specific approach.
- Experience in building relationships with a range of stakeholders engaged in human rights and protection work in Indonesia.
- Formal training qualification.

**Other requirements**

- European Union citizen (due to the requirements of the project funder).

**Remuneration**

- 29,000 Euro per year pro rata.
- 30 days annual leave per year pro rata.
- A range of extra benefits for this role will be provided after the first two months.
- The post holder will participate in a two month training in Europe which is an excellent professional development opportunity.

To apply for this role please complete an application form and equal opportunities form and send them to [belinda\\_goodman@yahoo.co.uk](mailto:belinda_goodman@yahoo.co.uk) by 4 April 2014.

Peace Brigades International  
[www.peacebrigades.org](http://www.peacebrigades.org)