

PEACE BRIGADES INTERNATIONAL INDONESIA PROJECT JOB DESCRIPTION



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| Position: | Project Coordinator |
| Reports to: | PBI Indonesia Project Committee |
| Location: | ELSAM's Jakarta Office, Indonesia |
| Benefits: | Remuneration will be calculated based on work experience and other factors according to German Development Worker Law in the range of 1200 to 1500 EUR (net) per month pro rata. 30 days annual leave Health & accident insurance, pension benefits, integration & repatriation expenses and contribution towards rent. Return Flights |
| 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) 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 Project Coordinator will be based in ELSAM's office in Jakarta together with the Training and Protection 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 and the appointment will be subject to a satisfactory second interview with the funder. The Project Committee is looking to appoint the right candidate to start no

later than July 2014. Due to funder requirements only European nationals can apply for this post. The successful applicant will be required to undergo two months of training in Europe during their contract.

Responsibilities

Project Coordination

- Coordinate strategic and operational planning for the project including monitoring implementation and reporting.
- Participate in regular project meetings (usually by Skype) with the Project Committee and represent PBI at Steering Committee meetings.
- Represent the Indonesia Project in PBI entities including the International Operations Committee, the Advocacy Working Group and Fundraising Working Group.
- Maintain and strengthen communication and coordination between the Indonesia project and other PBI entities including the Project Committee, Country Groups and International Office.
- Contribute to the Civil Peace Service strategy for Indonesia (the project is funded by the Civil Peace Service).
- Identify, recruit and manage relationships with external trainers and experts as required.
- Implement monitoring and evaluation protocols for the project.
- Lead on security initiatives for staff members.

Fundraising & Finance

- Identify potential donors, arrange meetings and complete applications to secure an income of €200K per year for 2015 and 2016.
- Monitor the PBI budget and cash flow and ensure that any funding gaps are filled.
- Work with other PBI Country Groups to identify potential donors and coordinate applications.
- Maintain relationships with donors and meet all donor reporting requirements in a timely manner.
- Prepare annual budget and report as per PBI's requirements.
- Working with ELSAM's Finance Officer to ensure that financial systems are maintained and meet PBI's international requirements.

HRD monitoring and protection programme

- Work with the project team to create and implement a HRD monitoring and protection programme.
- Participate in relationship building with international stakeholders, Indonesian civil society organisations, front line human rights organisations and government authorities.
- 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

- Participate in the recruitment, selection and evaluation of programme participants.
- Participate in the risk analysis of participant's participation in the programme

on an ongoing basis.

- Support programme participants with logistics, travel, office and housing arrangements.

Event & Communication management

- Arrange round table events to bring HRDs and relevant stakeholders together.
- Work with PBI Country Groups to arrange international speaking tours for HRDs.
- Work with ELSAM to arrange a 'training of trainers' workshop.
- Lead on communication initiatives to engage and maintain relationships with stakeholders.
- Coordinate the publication of the projects annual human rights report and project annual report.
- Prepare internal and external newsletters to ensure the continued engagement of stakeholders.
- Prepare content for international PBI publications.

Required Skills & Experience

- Thorough understanding of international human rights trends and knowledge of protection approaches and mechanisms to support human rights defenders at risk.
- Proven project management experience and experience with operational and / or strategic planning.
- Experience building relationships and managing communication initiatives with a range of stakeholders.
- Proven experience in international fundraising and reporting, achieving fundraising targets and managing budgets.
- Proven experience of motivating yourself in a high-pressure environment and working to tight deadlines.
- Ability to speak, read and write fluently in Bahasa Indonesia and English.
- Able to commit to the principles of PBI; non-interference, non-partisanship and non-violence and equal opportunities.

Desired Skills and Experience

- 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 and protection issues facing human rights defenders in Indonesia.
- Experience in managing events.
- Experience managing relationships with external contractors.
- Knowledge of monitoring and evaluation best practice.

Other requirements

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

Remuneration

- Remuneration will be calculated based on work experience and other factors according to German Development Worker Law in the range of 1200 to 1500

EUR net per month pro rata.

- 30 days annual leave per year pro rata.
- Health & accident insurance, pension benefits, integration & repatriation expenses and contribution towards rent.
- The post holder will participate in a 2/3 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 by 1 June 2014.

Peace Brigades International
www.peacebrigades.org