



**Peace Brigades International**

Rue de Fernand Bernier 15,

1060 Bruxelles, Belgium

+32 (0) 2543 4443

[www.peacebrigades.org](http://www.peacebrigades.org)

<b>Position</b>	Sustainability and Training Coordinator
<b>Reports to</b>	PBI Indonesia Project Committee
<b>Location</b>	Jakarta, Indonesia (prior to starting contract 2-3 months for training and preparation in Europe)
<b>Benefits</b>	30 days annual leave, insurance, return flight, rent allowance
<b>Hours</b>	40 hours per week
<b>Salary</b>	Based on the German Development Aid Worker Act ( <i>EhfG</i> , see below)
<b>Duration</b>	2 years (renewable)

*Please note: applications must be received by **May 10, 2021**. Early applications are encouraged and suitable candidates may be invited for interview prior to the application deadline. Due to funder requirements this post is only open to EU and Swiss nationals.*

### **JOB DESCRIPTION**

#### **1. Organizational 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 over 35 years, we have protected the lives of hundreds of activists. We are nonpartisan and 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 Advokasi 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.

PBI Indonesia Project (IP) is a joint initiative between Peace Brigades International (PBI) and ELSAM to provide a capacity building program to Indonesian human rights defenders (the program participants). The Sustainability and Training Coordinator will be based in ELSAM's office in Jakarta together with the Project Coordinator and Inter-Community Peace Building and Reconciliation 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.

#### **2. About the Role**

The Project Committee is looking to appoint the right candidate to start in Summer 2021. The selected candidate will be seconded to the project through the Civil Peace Service Program, which is financed through the German Federal Ministry for Economic Development and Cooperation. Due to funder requirements only European Union and Swiss nationals may apply to this post. The new staff member will

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receive a two- to three-month training contract in Europe prior to being given an overseas contract for a period of 2 years with anticipated posting to Indonesia in Summer 2021.

The post requires a strong self-starter able to work collaboratively in a small diverse team and achieve results in a complex, multi-stakeholder environment.

### **Responsibilities**

#### **1. Lead for Program Sustainability (50%)**

- Lead the development of project sustainability strategies in collaboration with ELSAM and program partners.
- Lead financial and narrative reporting.
- In collaboration with ELSAM, monitor and report on all aspects of the project activities and results, including reporting on the impact on gender equality and inclusion.
- Strengthen the sustainability of ELSAM through building organizational capacity.
- Create written materials for external project communications/external publicity, including updates and success stories for the PBI website, social media, pamphlets, etc.
- Lead the organization of yearly F2F meeting with ELSAM and the Project Committee for project review and planning.

#### **2. Co-lead Training & Capacity building with the Project Coordinator (40%)**

- Planning/preparation (identification of training needs, recruitment of participants, resource persons, curriculum development, etc.)
- Identify new local partner organizations and trainers/resource persons as required
- logistical preparation
- Facilitation/Assistant facilitation on-site/virtual as needed
- Follow-up with organizations and participants
- Informal mentoring of training participants/alumni
- Work with ELSAM to identify and strengthen internal capacity (related to program content, finance management, security, etc.).
- Support training related to Inter-Community Peace Building and Reconciliation.

#### **3. General Program Coordination & Communications (10%)**

- Contribute to communication and networking with stakeholders e.g., ELSAM, IPC, PBI Country Groups, embassies, local civil society organizations, government bodies, etc.
- Contribute to Risk management, analysis of the political context and adapt program activities accordingly, in consultation with the Indonesia Project Committee and Project Steering Group.
- Contribute to human resources management within the project, including participating in or jointly organizing team meetings, visa management, leave/vacation self-monitoring, recruitment, etc.
- Contribute to Program development (with each staff being the lead for their own area in the project).

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### 3. Required Skills and Experience

- Minimum 5 years' work experience; preferred experience in Indonesia or Southeast Asia
- Proven experience in program sustainability, project reporting, monitoring and evaluation
- Financial oversight and management skills
- Strong background in Human Rights/Social Justice
- Good communication and writing skills
- Experience planning and implementing training
- Security awareness
- Coordination and facilitation skills, preferably in a diverse context
- Ability to work in a consensus structure
- Able to commit to the principles of PBI of non-interference, non-partisanship and non-violence and equal opportunities
- Willingness to learn Indonesian; preferred able to speak Indonesian, another regional language and/or Spanish;

### Other requirements

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

### 4. Remuneration

- Remuneration will be calculated based on work experience and other factors according to German Development Aid Worker Act
- 30 days annual leave per year pro rata
- Health and accident insurance, pension benefits, integration and repatriation expenses and contribution towards rent
- The selected candidate will participate in a 2-3 month' training in Europe prior to the field placement which is an excellent professional development opportunity.

### 5. Application Process

To apply for this role please send your CV and application letter to [PBI.IP.Recruit@gmail.com](mailto:PBI.IP.Recruit@gmail.com) by **May 10, 2021**.

Due to the unpredictable nature of the COVID-19 pandemic, this position may need to be adjusted to address travel and other restrictions.