



PEACE BRIGADES INTERNATIONAL INDONESIA PROJECT JOB DESCRIPTION

Position: Networking and Communications Coordinator
Reports to: PBI Indonesia Project Committee
Location: Jakarta, Indonesia (with a 2-3 month training and preparation period in Europe)
Benefits: 30 days annual leave, Insurance, Return flight, Rent allowance
Hours: 40 hours per week
Salary: Based on the German Development Aid Worker Act (see below)
Duration: up to 2 years
Funded by: Civil Peace Service (CPS)

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) 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) and ELSAM started their cooperation in 2014 to provide a capacity building programme to Indonesian human rights defenders (the programme participants). The Networking and Communications Coordinator will be based in ELSAM's office in Jakarta together with the Project Coordinator and Training and Protection Coordinator and will report directly to PBI's Indonesia Project Committee (IPC).

The post requires a strong self-starter able to work independently but demonstrating very good interpersonal skills such as non-violent communication, consensus decision making and team work. Also, the candidate should be able to meet deadlines and achieve results quickly in a complex, multi-stakeholder environment. The position will include frequent travelling.

The Project Committee is looking to appoint the right candidate to start in January 2019. Due to funder requirements only European Union and Swiss nationals can apply to this post.



The selected applicant will be required to complete 1-2 weeks in Jakarta paid by the project for induction and to assess suitability and mutual fit. After successful completion, the new staff member will receive a two to three month training contract in Europe prior to being given an overseas contract ending December 2020.

Responsibilities

Communications (35%):

- *Manage external project communications (website, etc.)*
- *Represent IP in PBI's global advocacy work*
- *Contribute to organizing international speaking tours and relevant materials*
- *Support advocacy and research activities with training program alumni*

Networking (20%):

- *Maintain and develop networks with civil society organisations and diplomatic community in Indonesia*
- *Develop regional networks with civil society groups and funders*
- *Participate in relationship building with international stakeholders and front line human rights organizations as required*
- *Look for opportunities for programme alumni to participate in trainings and advocacy activities in Indonesia and abroad*
- *Contribute to the incident data collection and response to security incidents involving programme alumni*

Programme Coordination, Training and Mentorship (20%):

- *Support Informal mentoring for programme alumni along with other programme team members*
- *Support facilitation of training sessions where appropriate*
- *In collaboration with ELSAM monitor and report on all aspects of communications and networking activities and results, including reporting from a gender and inclusion perspective*
- *Support financial and narrative reporting*
- *Support development of project sustainability strategies in collaboration with programme partners*

Upon Approval: Develop new regional initiatives (25%)

- *Oversee a regional (Southeast Asia) needs assessment for at-risk human rights defenders*
- *Coordinate (with PBI members based in various countries) the development of regional activities*



- *Explore new initiatives and opportunities for PBI to contribute in new ways to HRD protection in other Southeast Asia countries*
- *Identify opportunities for programme alumni to participate in regional activism*

Required Skills and Experience:

- *Minimum 3 years' work experience; preferred experience Indonesia and/or Southeast Asia experience*
- *Excellent communication skills and strong team player*
- *Committment to the principles of PBI; non-violence, non-partisanship, and equality and ability to work in a consensus structure*
- *Proven experience in networking and advocacy at an international/regional level; experience with training and mentoring desirable*
- *Strong background in Human Rights/Social Justice*
- *Strong security awareness*
- *Project management experience and strong organizational skills; financial skills highly desirable*
- *Basic knowledge in Indonesian or willingness to learn the language; regional languages and/or Spanish considered an asset*

Other requirements

- Applicant must be a European Union or Swiss citizen (due to requirements of the project funder)

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- to 3-month training in Europe prior to the overseas placement which is an excellent professional development opportunity.

To apply for this role please send your CV and application letter to PBI.IP.Recrut@gmail.com by **October 15, 2018** indicating the position name in your subject line. We thank everyone for applying but only short-listed candidates will be contacted.

Peace Brigades International
www.peacebrigades.org