



## **PEACE BRIGADES INTERNATIONAL INDONESIA PROJECT JOB DESCRIPTION**

Position:	Training and Protection Coordinator
Reports to:	PBI Indonesia Project Committee
Location:	Jakarta, Indonesia (with a 2-3 months 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](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) and ELSAM started their cooperation in 2014 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 Networking and Communications 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. Ideally, the candidate should be able to speak Indonesian on at least an intermediary level. The position will include frequent travelling, mainly in Indonesia.

**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**

### **Training development (45%)**

- *Development and delivery of tailor-made capacity building trainings in cooperation with local organizations, resource persons, trainers and programme alumni.*
- *Develop a one-month training for human rights defenders in cooperation with ELSAM and other local partners based on the following modules which were the core of our prior training program: Introduction module on basic concepts; human rights instruments; advocacy, documentation and writing; security and protection.*
- *Review, evaluate and update design and delivery of trainings on an ongoing basis.*
- *Ensure modules are accessible online in relevant languages*
- *Organise security trainings for ELSAM staff and Jakarta based network as required*
- *Represent IP in PBI's global working group on capacity building*

### **Mentorship and knowledge transfer (25%)**

- *Support the sustainability of our training program, encouraging knowledge transfer to local partners and alumni*
- *Encourage relationship building and networking among alumni through realizing events and training opportunities.*
- *Mentor and support alumni on an ongoing basis and through a variety of formal and informal means to ensure they apply skills acquired through the capacity building training programme*
- *Expand the "Training of Trainers" (ToT) program, identifying suitable candidates among our alumni and co-delivering trainings together with alumni trainers.*
- *Identify new local partner organizations and trainers interested and suitable to deliver future trainings and strategize to make the program sustainable in remote areas.*

### **Safety and Protection (20%)**

- *Monitor and be aware of changes to the security situation of human rights defenders in Indonesia.*
- *Stay informed around national and international mechanisms to support human rights defenders and spread relevant information to our alumni network.*
- *Maintain a close relationship to alumni, monitoring their security situation and support the development of safety measures, networks and of a data base system jointly with other team members.*
- *Support the project team in exploring the protection needs of human rights defenders in Indonesia and the SEA region.*
- *Participate in the analysis of the changing political climate and adapt program strategy accordingly, in consultation with the team and Indonesia Project Committee.*
- *Conduct risk analysis of alumni participation in the program on an ongoing basis*



- *Ongoing risk analysis of programme and travel safety and updating of security plans*

### **General Programme Coordination (10%)**

- *In collaboration with ELSAM, monitor and report on all aspects of the project training and protection activities and results, including reporting on the impact on gender equality and inclusion*
- *Provide support for financial and narrative reporting*
- *Support development of project sustainability strategies in collaboration with ELSAM and programme partners*

### **Required Skills & Experience**

- *Minimum 3 years work experience in training design and delivery, experience in Indonesia/ SEA region is desired*
- *Excellent communication skills and strong team player; conflict mediation skills desired*
- *Commitment to the principles of PBI; non-violence, non-partisanship, and equality and ability to work in a consensus structure*
- *Understanding of cultural nuances of Indonesian society and knowledge of Indonesian politics.*
- *Experience and understanding of a range of training delivery methodologies, including learning techniques to audiences with various backgrounds and with different levels of education.*
- *Proven project management experience and strong organizational skills.*
- *Knowledge and implementation of protection approaches and mechanisms to support human rights defenders at risk.*
- *Ability to work in a dynamic and high-pressure environment with tight deadlines.*
- *Ability to speak, read and write in Indonesian on at least an intermediate level*

### **Other requirements**

- *Applicant must be European Union or Swiss 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 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.Recruit@gmail.com](mailto:PBI.IP.Recruit@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.