

**CENTER FOR INDONESIA'S STRATEGIC DEVELOPMENT INITIATIVES (CISDI)
TERMS OF REFERENCE**

1. Position Information

Title : Content Management and Media Officer (CMMO)
Reports to : Outreach and Partnership Coordinator
Duty Station : Jakarta
Full time/Office Based : Full time

2. Background Information

We are looking for an experienced Content Management and Media Officer to develop regular content planning for the social media and media platforms of CISDI's and its programs.

CISDI is a fast-growing civil society organization, focusing on healthcare systems strengthening as a necessity to ensure an equal, empowered and prosperous society with a health paradigm. Strengthened by its staff capacity in public health, quantitative and qualitative research, policy analysis, human resources management, communication, and advocacy, CISDI optimizes its resources to become both the creator and implementer of health-related initiatives.

CISDI has a close-knit organizational culture that highly values collaboration, integrity, and respect towards diversity. All CISDI's work is underpinned by a commitment to ensuring collaboration between communities to in order accelerate the achievement of the development goals. As an organization that works communally to achieve purposes, CISDI always applies the highest standard of ethical and sustainable manner.

3. Objective of Assignment

The successful candidate will be responsible to develop content in a form of popular articles, social media posts, infographic, and videos for social media, news channel and website of CISDI and its programs. He/she will also manage regular content planning and update them on monthly basis.

The Content Management and Media Officer is required to have a sufficient knowledge and experience in development sector, especially related to health development, youth empowerment and Sustainable Development Goals (SDGs).

Key functions:

- Ensure the regular content planning for social media, news channel and website is carried out every month
- Ensure the delivery of resources and results according to planned contents (4 articles per month, 36 social media posts for CISDI and its respective programs per month)
- Coordinate with Outreach & Partnership Senior Officer and Outreach & Partnership Coordinator in regard to content management
- Liaise with third party vendor for content that requires visual support

4. Required Skill and Experience

Education	: Bachelor's degree in Public Relations, Mass Communication, Public Health
Expertise	: Social Media, Copywriting, Visual Design, Journalism (we will prioritize those with experience/expertise related to health, youth empowerment and SDGs)
Experience	: 1-2 years
Language requirements	: Excellent in professional English and Indonesian, written and spoken

Please send your Cover Letter + CV via e-mail to Mr. Gatot Suarman, Head of Human Resources, to hrd@cisdi.org and cc onp@cisdi.org with subject email: CMMO_Name before April 19, 2019.