

## Program Officer

<b>Details of Position</b>	
Title	Program Officer
Reports to	Program Management Coordinator
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Priority will be given to applicants with an education background in social sciences / public health / strategic management</li> <li>• Strong leadership qualities, including strategic thinking and ability to inspire others.</li> <li>• High level of relationship management skills to build relationships with team members, partners, and key stakeholders</li> <li>• Highly developed written, oral communication and presentation skills.</li> <li>• Proven ability to prioritize a high workload and juggle competing demands.</li> <li>• Proven capacity to conceptualize programme interventions</li> <li>• Proven ability to make budget projection and resource management</li> <li>• Demonstrable understanding of issues related to health development</li> <li>• Knowledge of rural and social development issues in Indonesia regarding to health development.</li> <li>• Ability to quickly adapt to change</li> <li>• Strong interpersonal skills, including building effective relationships, positive interaction and effective problem solving.</li> <li>• Self-starter with the ability to work autonomously as well as in a team</li> <li>• Interest and passion in public health, youth empowerment, and inclusive development</li> </ul>
<b>Core Responsibilities</b>	
<p><b>Program Development:</b> Involved in every phase of program development in CISDI, with a responsibility to ensure the key actions being delivered so that the outcome of each programs to be achieved.</p> <p><b>Program Management:</b> manage several related projects with the intention of improving CISDI's performance. Program Officer oversight of the purpose and status of the programs and can use this oversight to support project-level activity to ensure the program goals are met by providing a decision-making capacity that cannot be achieved at project level or by providing the Program Management Coordinator with needed information when required, or approaches to solving issues that have program impacts.</p> <p><b>Program Evaluation:</b> Involved in collecting, analyzing, and using information to answer questions about how the program running. Provides important considerations often include program cost effectivity, how the program could be improved, whether the program is worthwhile, whether there are better alternatives, if there are <i>unexpected</i> outcomes, and whether the program goals are appropriate and useful.</p>	

Duties
<ul style="list-style-type: none"><li>• Support Program Management Coordinator in formulating and producing deliverables for each program development phase</li><li>• Manages, in consultation with the Program Management division and related divisions, the adjustment of budgets and schedules, and project closures;</li><li>• Provides technical supervision, including analysis of interim reports, participation in workshops, literature searches, identification and administration of resource persons/consultants in support of projects;</li><li>• Support Program Management Coordinator in finalizing project reports, and negotiates revisions and/or additional research requirements; and support in project evaluations</li><li>• Maintain communications and updates with CISDI's network in particularly with local stakeholders</li><li>• Build communication network with each CISDI's program implementation area</li><li>• Provide support for the preparation and submission of all reports, disbursement requests and other materials and information related CISDI program's.</li><li>• In collaboration with the outreach and network partnership division to prepare public or media information and presentations about CISDI program's to potential partners.</li><li>• In collaboration with the research and development division getting best practices and evidence-based programs.</li><li>• Providing administrative support as required and supporting the team, as needed, for day to day work.</li></ul>