

## Junior Project Officer

CISDI is looking for a Junior Project Officer who can assist the execution of the Stop TB Partnership scoping study, assessing and assisting the change process and organizational strategic planning as well as the development of the programs, communication strategy, and recommendations to the Ministry of Health. The ideal candidate should be able to foresight trends in health and development by researching the field and related publications, exploring potential partnerships, and identifying relevant policies that can be improved.

At the heart of the projects are partnerships to strengthen community health systems and improve evidence-informed public health policymaking.

<b>Details of Position</b>	
<b>Title</b>	<b>Junior Project Officer</b>
<b>Reports to</b>	Program Manager
<b>Contract type</b>	Full Time
<b>Period</b>	April-October 2018
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Priority will be given to applicants with an education background in public health / strategic management / relevant social sciences</li> <li>• At least 2 years of work experience in the field of public health</li> <li>• Knowledge in TB control as well as health development issues in general</li> <li>• In-depth understanding of the realities and complexities of Indonesia's decentralized health system</li> <li>• Proven ability in project planning, implementation, monitoring and evaluation</li> <li>• Experience in assisting strategic planning and change management process</li> <li>• Experience being involved in the development of communication strategy</li> <li>• Proven knowledge and skills to do qualitative research</li> <li>• Working knowledge and skills in doing critical reading and literature/technical review</li> <li>• Proven ability to conduct scientific writing and data analysis</li> <li>• Knowledge and skills to assist change management process</li> <li>• Proven ability to prioritize a high workload and juggle competing demands.</li> <li>• Strong interpersonal skills, including building effective relationships, positive interaction and effective problem solving, with team members and stakeholders</li> <li>• Self-starter with the ability to work independently and to deliver quality work on time</li> <li>• Interest and passion in public health, youth empowerment, and inclusive development</li> <li>• Good knowledge and skills of written and spoken English</li> <li>• Experience with advocacy and facilitating stakeholders and diverse audience</li> <li>• Strong professional etiquettes and integrity standards</li> </ul>

- Promotes the vision, mission, and strategic goals of CISDI
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates openness to change and ability to manage complexities and remains calm even under pressure
- Demonstrates positive and constructive attitude

### **Scope of Work**

#### **Stop TB Partnership Scoping Study**

The Stop TB Partnership Forum Indonesia was established in 2013, to accelerate social and political action to stop the spread of TB in Indonesia. TB is still a prominent public health problem in Indonesia, and despite major achievements since the implementation of DOTS Strategy in 1995, many challenges still remain. The Stop TB Partnership Forum Indonesia consists of 65 member organizations/institutions from the following sectors: government, community-based, academia, professional associations, private sector, health care institutions, international partners and individuals. The Partnership Forum wants to improve control of TB, initiate collaboration at national and local government level, raise awareness through information dissemination and invest in research. However, it is looking for a way to work more effectively, with a larger impact.

The successful applicant will assist the program manager in the task to assess the Stop TB Partnership Forum's functioning as well as proposing recommendations to the Ministry of Health on immediate measures to decrease the number of TB missing cases in Indonesia.

### **Duties**

- To participate fully in day to day work of the programme, specifically the TB project as well as in meetings and discussions of the entire office
- To conduct technical, literature and data review relevant to project as needed
- To assist the process of situational gap analysis of the project
- To provide assistance with the technical and administrative aspects of the project, including meetings preparation
- To manage and oversee budget planning, allocation, and expenses
- To assist program manager in the development of work plan
- To contribute to the development of communication strategy
- To shape, execute and oversee the project management, planning, implementation, as well as monitoring and evaluation
- To track and evaluate progress towards strategic objectives
- To conceptualize program interventions as well as to write terms of reference and guidelines
- To assist the facilitation of the change process and the strategic organizational planning
- To conduct qualitative research as needed
- To perform any other assignment as deemed fit by program manager

### **How to apply**

Interested candidates should send their application, which includes resume and cover letter to the following email: [hrd@cisdi.org](mailto:hrd@cisdi.org) with subject JuniorPO\_TB\_CV