

Project Officer SDGs Digital Platform

CISDI is looking for a Project Officer who can assist in developing content, create communication strategy, and conduct trainings in regard to CISDI's SDGs Digital Platform. The ideal candidate should fulfill the followings qualifications:

Details of Position	
Title	Project Officer
Reports to	ICT and Knowledge Manager
Contract type	Full Time
Period	Until December 2018
Qualification	<ul style="list-style-type: none"> • Priority will be given to applicants with an education background in social science / communication for development / development studies / economic development • A minimum of 2 years of work experience in communication strategies / stakeholder engagement & coordination / communication for development • Good presentation and communication skills • In-depth knowledge of development issues, particularly in decentralization • Adequate understanding of Sustainable Development Goals (SDGs) implementation in Indonesia • Experience working with media or NGO in development area • Experience developing social media content and employing metrics to continuously improving digital campaign performance • Excellent in written and spoken English • Proven knowledge and skills in developing communication strategy, including key message development, content creation and media outreach • Proven ability to prioritize a high workload and juggle competing demands. • Strong interpersonal skills, including building effective relationships, positive interaction and effective problem solving, with team members and stakeholders • Self-starter with the ability to work independently and to deliver quality work on time • Experience with advocacy and facilitating stakeholders and diverse audience • Strong professional etiquettes and integrity standards • 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 work under pressure • Demonstrates positive and constructive attitude
Scope of Work	
Content Developer for SDGs Digital Platform	
The Sustainable Development Goals (SDGs) was globally adopted in September 2015 by 193 member states of the UN, where every country is expected to plan	

and implement strong strategies to achieve the agreed 17 goals and 169 targets. Indonesia, as an archipelagic country with numerous cultures and enormous population, the development actions will take a long, highly complex process. The availability of sources, the amount of stakeholders involved, and the efficiency of development programs are some of the contributing factors influencing the success of development actions. These factors become key drivers to developing a public integrated information center containing all relevant development actions occurring in Indonesia.

The SDGs Digital Platform is an online platform, a consolidated map elaborating the detailed dynamics of innovations relevant to the development of Indonesia. This map is open, can be accessed by the public who are encouraged to share information pertaining the distribution of intervention across the country.

The successful applicant will be highly involved in the SDGs Digital Platform's outreach, public communication, and data collection especially on regional initiatives

Duties

- To participate fully in day to day work of the project, specifically SDGs Digital Platform project as well as in meetings and discussions of the entire office
- To assist the development of strategic communication and communication strategy
- To assist in the training module development related to the SDGs Digital Platform
- To shape, execute and oversee the project management, planning, implementation, and monitoring and evaluation
- To conduct technical, literature and data review relevant to project as needed
- To conduct critical reading and situational gap analysis relevant to the project
- To provide assistance with the technical and administrative aspects of the project, including meetings, if needed
- To conduct the writing of terms of reference and all the products needed
- To conduct research as needed
- To perform any other relevant assignment as deemed fit by Project Manager

How to apply

Interested candidates should send their application, which includes resume and cover letter, before 20 Juli 2018 to the following email: hrd@cisdi.org cc ict@cisdi.org with subject ProjectOfficer_name_CV