

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

1. Position Information

Title : Executive Director
Reports to : Board of Trustees
Duty Station : Jakarta
Full time/Office Based : Full time

2. Background Information

We are looking for a passionate, mission-driven, and experienced Executive Director to provide overall leadership and management of the strategy, resources, policy, and operations of CISDI. The Executive Director will be responsible for the management of the organisation, and all aspect of its operations. We are looking for someone deeply committed to improve health equity in Indonesia, and thrive working with a team of young, creative professionals.

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 in overseeing all aspects of our organization, ensuring that CISDI is operating efficiently and effectively to meet its' objectives. In this position, the successful candidate will work closely with the Board, government officials, civil society leaders, the private sector, academicians, and youth groups. The Executive Director will ensure that the Executive Team are working together in synchronization to achieve goals.

Although the Executive Director is not expected to be a specialist in specific operation functions (public communication and campaign, fundraising, human resource development, finance and administration, etc), the successful candidate

must possess a sufficient strategic grasp of all domains to ensure that each of the Executive Team can achieve their objectives, and that they can work well together to achieve the organisation's vision and mission.

Key functions

Provision of strategic direction

- Provide the organization with strategic and policy direction, and leadership to attain goals and objectives, ensuring the continuity of organizational growth.
- Spearhead strategic and long-term planning for the organization's growth.
- Use economic, financial, market, and industry data to assess current business strategies and tactics or to evaluate specific business opportunities; identifies trends and anticipates their impact.

Organization management

- Oversee the day-to-day management of each division in the organization.
- Oversee the design, implementation, evaluation, and growth of all programs to ensure quality, sustainability, and responsiveness to community and organizational needs.
- Oversee all staff in each of their areas, lead in setting goals and success indicators for each program and activities and leads the organization's annual budgeting and fundraising strategy.

Outreach & partnership

- Responsible to keep up CISDI's reputation and will spend a substantial amount of time acting as the public face of the organization.
- Act as a liaison between the organization and external stakeholders, and develop and maintain relationships, actively looking for opportunities to create partnerships.
- Responsible to lead the planning and oversee the financial status of the organization including developing long and short-range financial plans

Working with the Board

CISDI's Board of Trustees and Board of Advisers governs and guards the organization and have the authority and responsibility to ensure that the core values and purpose of CISDI are maintained. The Executive Director will work with the Board of Trustees to ensure the fulfillment of CISDI's mission, evaluate organizational performance, and support the Executive Team in reviewing and creating policies.

4. Required Skill and Experience

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| Education | : | Master's degree or higher |
| Expertise | : | Public health, international development, international health, public policy or related social sciences field |

Experience : 7 years, at least 3 years in leadership position
Language requirements : Excellent in professional English and Indonesian, written and spoken

5. Competencies

Core Competencies

- a. Promoting ethics and integrity, creating organisational precedents
- b. Building support and political acumen
- c. Building staff competence, creating an environment of creativity and innovation
- d. Building and promoting effective teams
- e. Creating and promoting enabling environment for open communication
- f. Creating an emotionally intelligent organisation
- g. Leveraging conflict in the interest of CISDI and setting standards
- h. Sharing knowledge across the organisation and building a culture of knowledge sharing and learning
- i. Fair and transparent decision making, calculated risk taking

Functional Competencies

- a. Advocacy/Advancing a policy-oriented agenda
- b. Result-based programme development and management
- c. Building strategic partnership with concrete social impact
- d. Innovation and marketing new approaches
- e. Demonstrated skill in contributing effectively in team-based setting, especially in the areas of knowledge-sharing and learning
- f. Resources mobilization
- g. Executive management

Technical Expertise

- a. Ability to lead strategic planning, change processes, results-based management and reporting
- b. Proven track record in strategically leading an organization, and enable it to evolve to the next level of sophistication
- c. Proven track record of managing people, developing high-performance teams with the ability to mentor staff, and set and achieve strategic objectives
- d. Proven professional experience in a variety of funding sources, including public funding streams, grant applications, and international development funding
- e. Proven professional experience in budgeting including budget preparation, analysis, and decision-making and reporting.
- f. Proven experience working and collaborating with diverse sets of stakeholders including but not limited to government officials, donor representatives, external local and international organization representatives
- g. Demonstrated knowledge of public health, international health, global development agenda, public policy and health economics issues
- h. Demonstrated excellent time-management, attitude, communication,

interpersonal and cross-cultural skills, and ability to build and motivate a diverse team

- i. Excellent writing and public speaking in Bahasa and English
- j. Excellent interpersonal skills with a wide range of network, especially in the health sector

Send your CV and Cover Letter, or inquiries to: hrd@cisdi.org with subject: ExecutiveDirector_Name