

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

1. Position Information

Title : Programme Director
Reports to : Executive Director
Duty Station : Jakarta
Full time/Office Based : Full time

2. Background Information

We are looking for an experienced **Program Director** to lead the management of a wide range of programs in CISDI's portfolio, mainly focused on health systems and services strengthening, health economics, youth empowerment, and technology for development, under the umbrella of attaining the SDGs. You will be responsible for the delivery and overall success of each program, and will have the opportunity to formulate and implement effective interventions that will benefit communities across Indonesia.

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 lead a wide range of programs, and is responsible for the delivery and overall success of each program. The successful candidate will supervise related staff, and regularly inform the Executive Director on progress and performance.

The Programme Director is required to have a broad knowledge and experience on program management principles, and possess a deep understanding on the health systems of Indonesia, to be able to make strategic decisions. The main goal on the Programme Director is to ensure every program initiated and implemented by CISDI will be delivered successfully, with the highest possible value to the organization and

impact to the community.

Key functions:

Program Management

- Ensure an appropriate program or project management framework is in place
- Plan the programs from start to completion involving deadlines, milestones and processes, and Initiate and set goals for programs according to the strategic objectives of the organization
- Ensure delivery of resources and results according to planned targets
- Supervise all program officers involved to provide feedback and resolve complex problems
- Discover ways to enhance efficiency and productivity of procedures and people
- Apply change, risk and resource management principles when needed
- Providing strategic and data inputs into CISDI's programme activities, including budget preparation exercises

Evidence-informed Advocacy

- Supervise information collection and dissemination for use by CISDI's programme and provide support for any other advocacy initiatives
- Guide the development of the programme's communication strategy in close collaboration with relevant partners
- Ensure the participation and involvement of relevant stakeholders in programme -implementation so that the process is inclusive, participatory and transparent

Stakeholder Management

- Ensure proper coordination of the programme implementation among implementing partners and with government ministries and administrations
- Prepare work plans, produce timely reports – financial and progress reports – as required by funders and donor reporting systems

Working with the Board

CISDI's Board of Trustees and Board of Advisers governs and guards the organization; ensuring that the core values and purpose of CISDI are maintained. The Board of

Trustees hold authority and responsibility to ensure the fulfilment of CISDI's mission, evaluates organizational performance, and support the Executive Team in reviewing and creating policies.

4. Required Skill and Experience

Education	:	Master's degree or higher
Expertise	:	Public health, international development, international health, public policy or related social sciences field
Experience	:	7 years
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

Technical Expertise

- a. Demonstrated knowledge of public health, international health, global development agenda, public policy and health economics issues
- b. Demonstrated excellent time-management, attitude, communication, interpersonal and cross-cultural skills, and ability to build and motivate a diverse team
- c. Understand more advanced aspects of primary area of specialization as well

- as fundamental concepts of related discipline
- d. Serve as internal consultant in the area of expertise and shares knowledge with staff
 - e. Continue to seek new and improved methods and systems for accomplishing the work of the unit
 - f. Ability to lead formulation, oversight of implementation, monitoring and evaluation of development programs
 - g. Keeps abreast of new developments in area of professional disciplines and job knowledge and seeks to develop him/herself professionally
 - h. Demonstrates comprehensive knowledge understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

Send your CV and Cover Letter or inquiries by 20 January 2018 to Mr. Gatot Suarman on hrd@cisdi.org with subject: ExecutiveDirector_Name