

Senior Program Officer

Details of Position	
Title	Senior Program Officer
Reports to	Program Management Coordinator
Selection Criteria	<ul style="list-style-type: none"> • At least 1 year of work experience in social and development program implementation, including design for social intervention, budget planning, and resource management • Priority will be given to applicants with an education background in social sciences / public health / strategic management / health communications • Strong leadership qualities, including strategic thinking and ability to inspire others. • High level of relationship management skills to build relationships with team members, partners, and key stakeholders • Highly developed written, oral communication and presentation skills. • Proven ability to prioritize a high workload and juggle competing demands. • Proven capacity to conceptualize program interventions • Proven ability to make budget projection and resource management • Demonstrable understanding of issues related to health development • Knowledge of rural and social development issues in Indonesia regarding to health development. • Ability to quickly adapt to change • Strong interpersonal skills, including building effective relationships, positive interaction and effective problem solving. • Self-starter with the ability to work autonomously as well as in a team • Interest and passion in public health, youth empowerment, and inclusive development
Core Responsibilities	
<p>Program Development: contribute to every phase of program development in CISDI, with a responsibility to ensure key actions delivered to achieve desired outcomes of each program.</p> <p>Program Management: manage several related projects with the intention of improving CISDI's performance. Ensure the project-level activities are in line with the program's goals and purpose. Support Program Management Coordinator with required technical assistance to solve issues that have program impacts.</p> <p>Program Monitoring and Evaluation: Provides important considerations often include program cost-effectiveness, how the program could be improved, whether the program is worthwhile, whether there are better alternatives, if there are unexpected outcomes, and whether the program goals are appropriate and useful.</p>	

Duties

- Support Program Management Coordinator in formulating and producing deliverables for each program development phase, including project reports, and negotiate revisions and/or additional research requirements;
- Mobilise knowledge to inform considerations in program-related decision making to ensure that practices in the program activities are evidence-based and relevant to national / local policies and regulations

In consultation with the Program Management and related divisions, manage the adjustment of budgets and schedules, and project closures;

- Provide technical supervision, including analysis of interim reports, participation in workshops, literature searches, identification and administration of resource persons/consultants in support of projects;
- Works closely with Research and Development division to support project evaluation activities.
- Maintain communication and updates with CISDI's network in particularly with local stakeholders
- Build communication network with potential CISDI's program implementation partner.