

I. Position Information

Post Title	:	Communication Officer for an Anti-Corruption Program
Duration of contract	:	One year (can be extended into 3 years contract)
Supervisor	:	Chief of Party

II. Organizational Context

KEMITRAAN seeks candidates for the role of Communication Officer on an anti-corruption program. This program aims to support Indonesia in corruption prevention efforts, the strengthening of civic engagement, and the strengthening of a culture of integrity, particularly in procurement and licensing in the marine/fisheries and forestry sectors, at national and targeted local levels, through several approaches:

- Providing technical assistance on COI policy frameworks and implementation, supported by new tools to identify COI, and public awareness campaigns that effectively address key factors in the public’s continued participation in corruption.
- Enhancing private sector integrity and anti-corruption engagement through collective action, enhanced capacity to implement anti-corruption safeguards, and increased dialogue with GOI and CSOs.
- Enhancing political transparency through a new campaign finance database, monitoring, and advocacy to increase state subsidies and reporting obligations.
- Improving public access to information, enhancing citizen oversight, and strengthening public ability to demand accountability.
- Enhancing the participation of key communities through an expansion of anticorruption education through formal and informal educational channels, efforts to motivate public participation and engagement, and mechanisms to encourage reporting.

The Communication officer will be supervised by Chief of Party (COP) and play an important role to support the development and implementation of project communications and consultation strategy. This position will be based in Jakarta, Indonesia and is contingent upon contract award to KEMITRAAN.

III. Functions / Key Results Expected

Summary of Key Functions:

- q Contributes to and ensures publication of project communication outputs (newsletters, website, pamphlets, infographics) as well as ad hoc products for USAID and USG use.
- q Arranges media gatherings or press conferences and prepares press releases.

- q Liaises with the USAID Mission comms teams to ensure accurate and broad coverage of the project.
- q Attends selected project meetings, provides event organizing support.
- q Organizes project consultation meeting reports.
- q Contributes to and coordinates preparation of regular and ad hoc donor reporting.

#### IV. Impact of Results

The key results have an impact effective and efficient functioning of the project's strategy in communication and campaign aspects in related project, including KEMITRAAN's positioning as a key driver of governance reform in Indonesia.

#### V. Competencies

##### Corporate Responsibility & teamwork:

- q Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- q Demonstrates integrity by modeling professional values and ethical standards
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- q Plans, prioritizes, and delivers tasks on time
- q Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

##### People Skills:

- q Sets clear performance goals and standards; executes responsibilities accordingly

##### Partnering & Networking:

- q Seeks and applies knowledge, information, and best practices from within and outside the Partnership

##### Results-Orientation:

- q Plans and produces quality results to meet established goals
- q Innovation & Judgment
- q Contributes creative, practical ideas and approaches to deal with challenging situations Strives for quality client-centered services (internal/external)

##### Communication:

- q Demonstrates effective written and oral communication skills

- q Demonstrates good negotiations skills

**Job Knowledge & Expertise**

- q Executes day-to-day tasks systematically & efficiently
- q Uses Information Technology effectively as a tool and resource
- q Familiar with data warehouse and its maintenance
- q Is Motivated & demonstrates a capacity to pursue personal development & learn

**VI. Recruitment Qualifications**

Education:	Minimum Bachelor degree (S1), in communications, public relations, journalism, business administration, management, social science or other subject of relevance.
Experience:	<p>Minimum four years of work experience in public relations, advertising, campaigns, and media. Experience in international, multilateral and development organizations is an advantage. Skilled in MS Office suite and web-based systems.</p> <p>Good analytical and planning skills; strong sense for innovation and new approaches to conservation; decisiveness and ability to work independently and in a collaborative team environment. Good judgement, ability to work under tight deadlines. Must have strong report writing and presentation skills.</p>
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

**VII. Signatures- Job Description Certification**

Incumbent (*if applicable*)

Name \_\_\_\_\_

Date: Feb 13, 2024

Chief Division/Section

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_