

ASEAN-AUSTRALIA COUNTER TRAFFICKING

Terms of Reference

Project Support Officer

Deadline for applications

5PM Jakarta time,
26 June 2022

Position

Project Support Officer

Position Status

National Position

Duration

1 year with the possibility of extension

Reports to

Deputy Team Leader or delegate

Location

Jakarta, Indonesia

Contact details

Queries relating to this position should be directed to recruitment@aseanact.org

It is essential that you quote 'Project Support Officer - Indonesia' in your email title, or you may not receive a response.

About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

About the program:

The ASEAN–Australia Counter Trafficking program (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its member states to end human trafficking in our region. The program works primarily on strengthening the justice sector response to human trafficking, while developing new partnerships with allied government agencies, civil society and business. It engages all 10 ASEAN Member States in some capacity and has national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing our program in Indonesia and our program in Myanmar is currently on hold.

Program Outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN member states have effective justice systems that provide just punishment of traffickers and protect the rights of victims. Three end-of-program outcomes (EOPOs) together contribute to the achievement of this goal by 2028:

- > EOPO1: ASEAN's planning, monitoring, and reporting of ACTIP implementation is increasingly effective and advances the protection of victim rights.
- > EOPO2: ASEAN member state justice and related state agencies are increasingly capable of implementing their ACTIP obligations, in particular those that uphold victim rights.
- > EOPO3: ASEAN member state justice and related state agencies' policies and practices are influenced by relevant stakeholders and better aligned with ACTIP, especially in connection to victim rights obligations.

Overview

The ASEAN-ACT is establishing its program in Indonesia and require a Project Support Officer to support planning, implementation and administration of a country work plan. In addition, the Project Support Officer will support projects and activities carried out under ASEAN region program and other cross-cutting issues that involves Indonesia.

Roles and Responsibilities

The Project Support Officer will be responsible for:

- > Supporting the ASEAN-ACT team to coordinate activities in Indonesia and at the regional level supported by ASEAN-ACT, ensuring effectiveness and efficiency; and ensure that results are appropriately monitored and reported.
- > Supporting and liaising with counterparts in developing TIP training materials/curriculum to ensure they align with objectives and priorities of ASEAN-ACT as well as ACTIP.

- > Assisting the program team with monitoring, evaluation and learning activities as directed by the programs monitoring framework.
- > Providing support to national counterparts and provide administration and logistics support to the program team in delivery of the events when needed.

Specific duties and outputs

Project delivery

- > Support the ASEAN-ACT team in the development and finalisation of the TIP training materials for anti-trafficking police officers, prosecutors, and judges and court staff.
- > Assist and coordinate the implementation of program activities in the workplan, ensuring they are implemented effectively, and that results are appropriately monitored and reported. Particularly on preparation of materials for training/meeting/workshops, note taking or minutes as required.
- > Work with consultants delivering technical inputs assisting with liaising with government counterparts where required.
- > Support mainstreaming of gender equality, social inclusion and victim rights throughout all program activities.

Administration and logistic

- > Together with the ASEAN-ACT team and working closely with the Finance and Administration Officer provide undertake administration and logistic tasks to organize and deliver events/meetings or activities.

Monitoring, Evaluation, Learning, and Reporting

- > Support the country team to gather, record and report information as per the program's monitoring, evaluation, and learning procedures.

Other duties

- > Perform other duties as assigned.

Selection Criteria

- > Familiarity with local context in relation to human trafficking, including national legislation and the roles of the justice sector, civil society, private sector and allied government institutions;
- > An understanding of human rights and rights-based approaches in development, particularly as these relate to human trafficking;
- > The ability to work with senior officials, demonstrating high-level communication, and excellent interpersonal skills to build strong working relationships with key counterparts;
- > An understanding of monitoring, evaluation and learning; and mainstreaming of gender equality and social inclusion in program activities;
- > Demonstrated coordination, and organizational skills, including the ability to plan and meet deadlines;
- > Good analytical and problem-solving skills;
- > Proactive, excellent presentation and facilitation skills;
- > Proficiency in written and oral English and Bahasa Indonesia language; and
- > Competent information technology skills.

How to apply

Send an email to recruitment@aseanact.org with:

- > The words 'Project Support Officer - Indonesia' in the email subject; and
- > Your CV and expected monthly gross rate in Indonesian Rupiah.

Child protection

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

Cardno is an equal opportunity employer

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other information

Amendments to the position's Terms of Reference may be made during the period of the engagement as required