



POSITION DESCRIPTION

Position Title: Country Representative - Indonesia

Reports To: General Manager International Programs (ActionAid Australia)

Commencement Date: October 2010

Position Type: Expatriate

MAIN PURPOSE OF POSITION

To manage all aspects relating to the project "Improving competitiveness of Aceh cocoa value chain to increase farmers' income, create jobs and alleviate poverty".

KEY ROLES AND RESPONSIBILITIES

1. Project implementation and quality

- Overall responsibility for implementation of project on time and within budget
- Support partners in the development of quarterly implementation plans and reports
- Ensure project implementation reflects ActionAid values in the community, through participatory approaches, gender mainstreaming and effective project management
- Conduct regular field monitoring to support partners, and ensure transparency and project progress against plans

2. Project reporting

- Receive and review reports from partners in timely fashion
- Oversee timely submission of accurate and transparent project reports to the donor
- Provide monthly reports to ActionAid Australia on project progress

3. Administration

- Oversee development and finalisation of Finance and Administration Manual for ActionAid in Indonesia
- Oversee management of project office, ensuring adequate support systems are in place to enable staff to deliver project effectively
- Develop appropriate security plan and procedures for the project office. Ensure all staff and visitors are adequately briefed on the security procedures. Ensure security plan and procedures are kept updated.

4. ActionAid Australia in Indonesia project staff

- Contract and supervise local staff in line with Government of Indonesia regulations, ActionAid standards and project requirements and resources

5. Project finances

- Ensure project finances are managed and administered transparently, in line with ActionAid and donor requirements

6. Partnership and capacity building

- Identify and respond to partner and staff needs for capacity building in project management and community development approaches (community participation, gender mainstreaming, impact assessment) to ensure smooth, timely and transparent project implementation, in accordance with ActionAid values
- Manage relationship with local partner in line with Project Agreement

5. Representation of ActionAid Australia in Indonesia

- Promote the values of ActionAid across the project with communities and partners
- Maintain positive relations with the Government of Indonesia to enable ActionAid to continue and grow Indonesia program

- Receive visitors (donors, government, ActionAid staff)

external

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- 5 years' in-country project management experience, including responsibility for staff management, project finances and donor reporting
- Familiarity with AEDFF and ActionAid Australia requirements and systems
- Strong negotiation skills
- Experience of working with the Government of Indonesia, local communities and partners
- Demonstrated ability to apply participatory approaches and facilitate empowerment for community members, especially vulnerable groups
- Proven skills in capacity building for local staff and partners
- Problem-solving, flexibility and resourcefulness
- Ability to work effectively under pressure
- Commitment to ActionAid values, vision and mission

Desirable

- Fluency in Indonesian language
- Previous experience working for ActionAid Australia in Indonesia
- Understanding of Acehese history and culture

ABOUT ACTIONAID AUSTRALIA

Please refer to our website at www.actionaid.org.au.