



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Programme Officer	Location	Jakarta, Indonesia
Contract type	Full Time Fixed term contract for service	Contract length	Sep 2019 – Mar 2020, with possible extension
Starting salary	Competitive local salary		

Context

The Foundation:

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development. It does this by supporting the development of parliaments, political parties and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster Parliament and political parties in all its work.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade. For more information, please visit www.wfd.org

The Programme:

WFD is looking for an experienced Programme Officer based in Jakarta, Indonesia to support the implementation of WFD's Inclusive and Accountable Politics (IAP) Project funded by DFID and Human Rights Sensitive Local Legislation Project funded by the UK, Canadian and Norwegian Embassies.

The Indonesia IAP is designed to strengthen the Indonesian House of Representatives (DPR) to perform effective oversight towards government performance, both in spending GOI's budget and in implementing the legislations. The programme will help create a strong and effective Public Accounts Committee (PAC) of the Indonesian Parliament to enable robust oversight of GOI's performance by the parliament, with a particular focus on the *value for money* of the GOI's spending, including that allocated for SDGs, and use them as evidence for committees to debate the subsequent government budget proposals. At the same time, the programme will also promote transparent and accountable oversight processes in the parliamentary processes by supporting DPR in implementing its Open Parliament action plan.

Whereas the human rights project is intended to contribute to the efforts in reducing discriminatory bylaws or local regulations (PERDA) through strengthening the Committee for Local Legislation Affairs of the House of Regional Representatives (DPD), sub-national parliaments (DPRDs) and

relevant units of the provincial governments and the Ministry of Home Affairs in conducting rights-based pre-legislative scrutiny and post-legislative scrutiny, with the particular focus on discriminatory bylaws against women, people with disabilities (PWDs), and other minorities. Along the way, those programmes will also support active public participations into the processes by partnering with key civil society actors through stakeholder consultations aiming at improving citizen driven accountability of public finances and inclusive legislations.

Main purpose of the role

The Indonesian IAP and Human Rights Projects will be implemented by WFD's team in Indonesia with the support of WFD's Asia Team and relevant WFD business units in London. The Programme Officer will have responsibilities to manage implementation of activities under the above two programmes in close consultation with WFD's main beneficiaries (the Indonesian House of Representatives (DPR), House of Regional Representatives (DPD), selected sub-national parliaments (DPRD), selected provincial governments and relevant unit at the Ministry of Home Affairs (MOHA). The role will require administrative and logistical support in organising various events and meetings with relevant stakeholders. The role will also require preparing and disseminating project documentation, assisting in the preparation of the narrative reports, collecting monitoring and evaluation data and communicating project successes and achievements.

Management and key relationships

Staff managed¹	None
Reports to²	Country Representative, Indonesia

Key Relationships

- Indonesia Country Representative; Indonesia PAFA
- Asia Programme Team, London
- Representatives of local WFD partners (e.g. Parliaments, MOHA, CSOs)

Main Duties

1	<p>Programme Implementation:</p> <ul style="list-style-type: none"> • When needed, working with PAFA to prepare for activities undertaken by WFD in Indonesia, including: administrative support, logistics, contracting suppliers, procurement, etc.; • Support CR to organise activities to ensure a high-quality delivery including: relations with experts and suppliers, solving issues as they arise, expenditure tracking, etc.; • Follow-up on activities to ensure delivery of expected results (outputs) including: gathering recommendations from experts, formulating recommendations to inform future activities and planning, etc. • Collect and analyse M&E data against the key indicators of the programmes; • Regularly update Evidence and Impact Hub based on the collected M&E data; • Writing report of activities; • Disseminating events and achievements by regularly sharing progress with the communication team in London and updating WFD Indonesia social media accounts.
2	<p>Assessing the external environment (including engagement with key stakeholders) in order to track progress towards outcomes and inform WFD of political, economic and social developments which may impact on the programme. Based on this monitoring, produce</p>

¹ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note WFD reserves the right to change the line of management according to the needs of the organisation.

	suggestion to support the Country Representative in achieving the programme change objectives (outcomes).
3	Reporting to the Country Representative on progress both in implementation (developing quarterly reports) and finances (provision of accurate monthly forecasts of activity expenditure).
4	Monitoring and evaluation of programme activities to capture lessons learned and inform future activities; contribute to research and analysis of new opportunities within the parliamentary and Magna Carta programme.
5	Supporting the Country Representative including: information and advice to ensure that activities translate into expected results (outputs) and outcomes; representation and relations with key stakeholders (particularly local partners and beneficiaries); support in other areas as required (e.g. programme design, communications, narrative reports).
6	<p>Risk Management</p> <ul style="list-style-type: none"> To properly apply WFD's risk management policy and procedures in their areas of responsibility and to assess and manage risk appropriately, particularly where WFD operates outside its stated 'risk appetite'. To ensure that their staff are informed of their responsibilities in relation to risk management and have an awareness and understanding of WFD's risk management policy and procedure. To ensure that an appropriate system of risk management is maintained and to escalate matters of 'high risk' to relevant peers and the Accounting Officer

Person Specification			
Knowledge, skills and experience			
	Requirement	E/D³	Evaluation⁴
1	Educated to degree level in a relevant discipline e.g. laws, political science, international development, and/or International relations. A post-graduate degree in a relevant discipline is desirable.	E	Application
2	Excellent organisational skills.	E	Application and Interview
3	Excellent English written and oral communications skills necessary to produce proposals and reports and to present them to WFD's Board and funders, to donors, and to local partners and other stakeholders as required.	E	Application and Interview
4	Fluent in Bahasa Indonesia.	E	Application
5	Demonstrates good use of hardware, software, and other office equipment.	E	Application and Interview
6	A sound understanding of the Indonesian parliamentary system and political background and the challenges of democracy building in Indonesia.	E	Application and Interview
7	An understanding of the Westminster parliamentary system and the UK political background is a competitive advantage.	D	Application and interview

³ Essential or desirable

⁴ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)

8	Proven experience of programme monitoring and evaluation methodologies including logframes, developing case studies.	E	Application and interview
9	Thorough understanding of financial management, numerical competency; experience of managing budgets and financial transactions	D	Application and interview
10	Proven experience of a similar role, in a similar type of organisation (preferably an NGO, public sector or international representative office environment)	D	Application and Interview
Competencies⁵			
	Requirement	E/D	Evaluation
1	Analysis and judgement - Attention to detail, understands the importance of gathering and processing information accurately. Develops systems to gather data needed by the organisation	E	Application and interview
2	Working with others - Recognises that other teams, organisations and communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals. Seeks advice and ideas from others and proactively shares information and learning.	E	Application and Interview
3	Communicating and influencing - Anticipates the needs and concerns of WFD staff and stakeholders and prepares to address these. Tailors communications (written, verbal, presentations) to the audience and designs communication for impact.	E	Application & Interview
4	Delivering results - Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions. Asks questions to clarify expectations and to agree goals. Commitment to task in hand and dedicated to delivering on objectives with the allocated time	E	Application & Interview
5	Organisation and multi-tasking - Excellent organisational skills, motivated, able to multi-task efficiently, and familiarity with working within a challenging and time-sensitive environment	E	Application & Interview
6	Travel - Willingness to travel	E	Application and Interview

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.