

PEACE BRIGADES INTERNATIONAL – JOB ADVERTISEMENT

Position: Project Co-Coordinator (Civil Peace Service Worker)

Reports to: PBI Indonesia Project Committee

Location: Jakarta, Indonesia (with a 2-3 months training and preparation period in Europe. If needed a one month language class in Indonesia is added to the preparation period.)

Start date: Ideally the training and preparation period starts in March 2024

Benefits: 30 days annual leave, insurance, rent allowance, and other benefits according to the German Development Aid Worker Act

Hours: 40 hours per week

Salary: Based on the German Development Aid Worker Act (see below)

Duration: 2 years (with possibility of extension)

Application Deadline: Applications must be received **by 8 December 2023**. Early applications are encouraged and suitable candidates may be interviewed before the application deadline. This post is open only to EU and Swiss nationals due to funder requirements.

Overview:

Peace Brigades International (PBI) is an international NGO that promotes non-violence and protects human rights. With over 35 years of experience, we support and enable activists for peaceful social change. The Project Co-Coordinator will be instrumental in advancing our work in inter-community peacebuilding, reconciliation, and ensuring the sustainability of our efforts in collaboration with our local partners in Indonesia.

The Project Co-Coordinator will be based in the office of our local partner organization in Jakarta together with two other international Civil Peace Service Workers. They will report directly to PBI's Indonesia Project Committee (IPC).

We are currently looking to fill two new positions in our project. To qualify for the position you do not need to fulfill all of the following skills. We are a dynamic team in Jakarta and try to divide the tasks according to the interests and skills of the team members.

Core Responsibilities:

Strategic Leadership:

Develop annual and long-term project strategies.

Coordinate monthly Project Committee meetings.

Represent the project in PBI International Operations Council and participate in various working groups.

Advocacy and Protection:

Lead advocacy on human rights defenders (HRDs) and specific regional issues.

Collaborate with civil society and diplomatic communities.

Coordinate emergency response and risk management for HRDs.

Communications:

Maintain communication with donors.

Facilitate internal communication with other PBI projects and entities.

Create materials for internal and external communications and publicity.

Financial Management:

Oversee budgeting and monitor budget execution in collaboration with finance staff.

Conduct financial reporting and oversight.

Training & Mentorship:

Facilitate training sessions and develop curricula.

Offer mentorship to HRDs and their organizations.

General Programme Coordination:

Support sustainability strategies and internal capacity building.

Strengthen communication and networks with stakeholders.

Manage team HR in a self-monitored environment.

Monitor and report on project activities and results in collaboration with local partners.

Provide support in financial and narrative reporting.

Requirements:

Strong self-starter with the ability to work independently.

Excellent interpersonal skills for a multicultural environment based on non-violent communication and teamwork.

Minimum 5 years' work experience, preferably with experience in Indonesia or Southeast Asia.

Proven skills in program development and financial management.

Proven skills in networking and advocacy related to human rights/social justice.

Strong communication and project management skills in English.

Knowledge of Indonesian language or willingness to learn.

Commitment to the [principles of PBI](#).

The position will include frequent travelling, mainly in Indonesia and to rural areas.

Additional requirements:

Must be an EU or Swiss national due to project funder requirements.

Remuneration:

Compensation is based on work experience and other factors according to the German Development Aid Worker Act. This includes 30 days annual leave per year pro rata, health and accident insurance, pension benefits, reintegration/repatriation allowance including contribution towards rent.. A preparatory training in Europe is provided before deployment to Indonesia.

Application Process:

Please send your CV and cover letter explaining which of the core responsibilities above you are best suited for to PBI.IP.Recrut@gmail.com by the specified deadline.

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