

## PEACE BRIGADES INTERNATIONAL – JOB ADVERTISEMENT

**Position:** Indonesia Project 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)

**Benefits:** 30 days annual leave, insurance, rent allowance, other benefits according to German Development Workers Act (EhfG) (see below)

**Hours:** 40 hours per week

**Duration:** 2 years (with possibility of extension)

**The position is opened until filled.** Early applications are encouraged, and suitable candidates may be invited for interview on a rolling basis. **Due to donor requirements this post is only open to EU and Swiss nationals.**

**Are you enthusiastic about supporting grassroots activism in a politically challenging environment?**

If you want to contribute to grassroots communities and protection of Human Rights Defenders in the field, you might be the person we need to join a dynamic team, working closely with social movements and Civil Society Organizations. The Project Coordinator will be based in a national NGO in Jakarta, with regular work with grassroots Human Rights Defenders in rural areas of Indonesia.

Peace Brigades International (PBI) is an international grassroots NGO that has promoted non-violence and protected human rights since 1981. PBI uses its international presence and global networks to protect, support and enable the work of human right defenders and local activists for peaceful social change. For over 40 years, we have protected the lives of hundreds of activists. We are non-partisan and we believe that a lasting peace cannot be imposed from outside but must come from the desires of local people. Please see [peacebrigades.org](http://peacebrigades.org) for more information.

The Project Coordinator will report directly to PBI's Indonesia Project Committee.

The Project Committee is looking to appoint the right candidate to start in Jakarta in summer 2025. Due to donor requirements, only European Union and Swiss nationals may apply to this position. The successful applicant will receive a two-to-three-month training in Europe prior to beginning the two-year overseas placement in Indonesia.

### **Core Responsibilities**

#### **Lead the implementation of PBI project strategy, monitoring and reporting**

- MEL on project activities, including reporting on impact on gender equality and inclusion
- Coordinate exploration of new initiatives based on request from HRDs and grassroots organizations particularly marginalized groups such as IDPs, LGBTQ+, Women, Indigenous People's, Youth's etc.

- Coordinate exploration of national volunteer program with an aim of awareness raising, peacebuilding and support to the human rights movement
- Lead on financial and narrative reporting for donors and other stakeholders
- Coordinating communications with the Project Committee, including regular monthly meetings
- Assist Project Committee with human resources management

#### **General Program Coordination with PBI global entities**

- Represent project in PBI International Operations Council
- Participation in other working groups/common spaces (covering when the Indonesia Project does not have a permanent representative in such groups)
- Answering general inquiries (internal PBI)
- Coordinate with other PBI entities on fundraising activities

#### **Communications**

- Create written materials for external communications, including updates and success stories for the PBI website, social media, pamphlets, etc.
- Being the project contact focal point (managing email address)
- Contribute to communication and network strengthening initiatives
- Take part to the PBI global working group's

#### **Training & Mentorship**

- Contributing to the development or facilitation of training sessions
- Provide mentorship to HRDs and their organisations
- Work with local partner on joint activities and to support internal capacity building

#### **Requirements**

The secondment requires a strong self-starter able to contribute to strategy, monitor and evaluate program progress and work in a non-hierarchical team structure. The assignment needs very good interpersonal skills for a multicultural work environment based on non-violent communication, consensus decision-making and teamwork. The candidate should be able to meet deadlines and achieve results in a complex socio-political and multi-stakeholder environment. The position will require travelling, mainly in Indonesia and to remote areas.

#### **Desired Skills and Experience:**

- Proven experience in strategic development
- Experience in similar roles; preferably including experience in Indonesia or Southeast Asia.
- Strong communication and writing skills in English.
- Able to communicate in Indonesian or willing to learn.
- Project management skills, including planning, implementation and monitoring
- Financial Administration and reporting skills
- Strong security awareness - with digital security experience as an added bonus
- Commitment to human rights and peacebuilding

- Ability to facilitate trainings considered an asset.
- Commitment to the principles of PBI: non-interference, non-partisanship and non-violence.
- Willingness to travel to remote areas
- Comfortable collaborating within a multicultural team and with a multicultural network of partners

### **Additional requirements**

- European Union or Swiss citizen (due to the requirements of the project donor).

### **Remuneration**

Remuneration and benefits will be in accordance with the German Development Workers Act (EhfG), including health and accident insurance, family support, pension benefits, reintegration/repatriation allowance and housing in Jakarta.

The selected candidate will participate in a 2-3 months training in Europe (**Preparation Contract**) prior to the field placement which is an excellent professional development opportunity.

To apply for this role please send your CV and cover letter to [PBI.IP.Recruit@gmail.com](mailto:PBI.IP.Recruit@gmail.com). Applicants will be reviewed on a rolling basis and the position is open until filled. If you don't meet all of the above requirements please don't hesitate to apply. We are looking for candidates with diverse backgrounds.