

Yayasan BaKTI
Terms of References
Program Officer for Eastern Indonesia Researcher Networks (JiKTI)

Background

1. Eastern Indonesia faces significant development challenges. In terms of investment climate, service delivery, governance and the local economy, most eastern provinces under perform the nation as a whole. Isolation, remoteness, low population density, ethnic and linguistic diversity, corruption, limited human resource capacity and conflict have all contributed to the disappointing results of development efforts in the past.
2. To support local, national and international development actors to address these challenges, BaKTI has focused on providing platforms for sharing development knowledge and experience, building bridges and networks among local reform champions, and supporting these actors to work together for change. BaKTI has also played a key role in evolving development approaches that are appropriate and effective for the region.
3. BaKTI's goal is 'improved development in eastern Indonesia', and it aims to support development actors to achieve this broad goal through a focus on four specific objectives:
 - i. Increased collaboration and coordination in development efforts
 - ii. Increased knowledge exchange and adoption of good practices
 - iii. Increased opportunities to influence broader development agendas
 - iv. Local initiatives piloted, expanded and replicated in eastern Indonesia
4. BaKTI facilitates activities and acts as the secretariat for The Eastern Indonesia Forum (EI Forum) and its two sub-networks: The Eastern Indonesia Heads of Bappeda Forum, and the Eastern Indonesia Researchers Network.
5. The Eastern Indonesia Researchers Network (Jaringan Peneliti Kawasan Timur Indonesia/JiKTI) is a network that aims to promote collaborative efforts to support development activities between researchers in eastern Indonesia through research and knowledge sharing.

JiKTI's structure consists of the secretariat, 12 focal points (one in each province) and JiKTI's members.
6. In July 2010, The Asia Foundation established a partnership with BaKTI to support JiKTI's activities in capacity building and policy influencing for researchers in eastern Indonesia, in particular those who are JiKTI members. The first phase of the program was completed in November 2011. The second phase, focusing on JiKTI's preparation in becoming a professional research organization, is starting in 2012.

Objectives

7. The overall objectives of the position are to:
 - a) Support JiKTI in its process of becoming a professional research organization.
 - b) Facilitate good coordination and communication between JiKTI's focal points and members.
 - c) Manage the administration for JiKTI's activities.
 - d) Establish and maintain relationship with various development actors for JiKTI's interest.
 - e) Develop and maintain productive working relationships with central and local government, civil society and international development partners.

Scope of Services

8. The main tasks of the Program Officer for JiKTI are to

Support JiKTI in its process of becoming a professional research organization

- a) Work closely with JiKTI Focal Points, The Asia Foundation, and BaKTI to conduct the necessary action in developing JiKTI in becoming a research organization.
- b) Support and facilitate JiKTI in developing its strategic plan, standard operational procedure and organizational structure.
- c) Provide ideas and initiative in optimally utilizing JiKTI's resources in doing research and capacity building.
- d) Establish networks of potential users of JiKTI's services and become JiKTI representative in pursuing research or other opportunities.
- e) Establish networks with other stakeholders that might be beneficial to JiKTI.

Facilitate good coordination and communication between JiKTI's focal points and members

- f) Establish and maintain communication with focal points.
- g) Receive and document updates from focal points.
- h) Manage JiKTI's mailing list and database (members, technical skill maps, strategic issues map, etc)

Supervise the administration for JiKTI's activities

- i) Supervise the Administration Assistant in providing logistical support for the program. This may include support in administration, travel and accommodations arrangements, communications, translation, data entry, printing, advertising, dissemination of information and event organizing

- j) Supervise the Administration Assistant in arranging secretariat activities and services to the networks, including preparing agenda, minutes, background papers and other services required

Establish and maintain relationship with various development actors for JiKTI's interest

- k) Establish and maintain communication with Provincial Bappeda, universities, and other institutions that have the potential to benefit JiKTI.

Develop and maintain productive working relationships with central and local government, civil society and international development partners

- l) Build and maintain networks with reformers from government and civil society, and help them to share their ideas and achievements with other stakeholders in the region, In working with local reformers, continue to support and development the Eastern Indonesia Forums as a means of informing BaKTI's strategic direction and encouraging knowledge sharing and cooperation among eastern Indonesian reformers.

Location, Duration and Reporting

- 9. The position is based in Makassar, Indonesia. The assignment will initially be until September 2012 but with opportunity for extension depending on performance and continuation of the program. The Program Officer for JiKTI will supervise the Administration Assistant. The Program Officer for JiKTI will report to BaKTI's Program Development Manager on a day-to-day basis.

Deliverables

- 10. The deliverables for this TOR include:
 - a) Work Program for activities to be implemented during contract period
 - b) A standard operational procedure for JiKTI activities.
 - c) A JiKTI strategic plan.
 - d) A JiKTI workplan.
 - e) Database and mapping of JiKTI members, technical skill maps, and strategic issues
 - f) Quarterly reports against the work program.

Qualifications and experience

- 11. The JiKTI Program Officer will have the following qualifications, experience and attributes:
 - a) A good undergraduate degree in a discipline relevant to governance, social development, education, and/or economic development;

- b) Some professional experience in program management and/or analysis related to local governance and service delivery;
- c) Good writing and analytical skills, particularly the ability to synthesize large amount of information and to write concise and practical recommendations;
- d) Well developed interpersonal skills, with the ability to work under pressure and to organize and ensure the quality and timely delivery of the work of others;
- e) Good understanding of Indonesian governance and development issues, especially eastern Indonesia context, dynamics and sensitivity to culture;
- f) Fluency in Indonesian and a good working knowledge of English

HOW TO APPLY

If after reading the Terms of References you have decided to apply for this position, you should follow these steps.

Step 1 – Prepare Resume

Prepare your Resume or Curriculum Vitae, no more than four pages. Your CV should include:

- A summary of your employment history to date, including short description of the type of work you undertook.
- A summary of your educational qualifications.

Step 2 – Prepare a cover letter

Prepare a cover a letter, no more than one page, describing concisely about your particular traits that are relevant to this position.

Please save the file as:

JiKTI Program Officer <your name>

Step 3 – Submit your application

Your application should include:

1. Your cover letter
2. Your resume or curriculum vitae

Please email both documents to jobs@bakti.org, and include **JiKTI Program Officer** in the email subject field.

Submit your application by Friday 17 February 2012, 17.00 Central Indonesia Time