

JOB VACANCY - IALF JAKARTA

Title	BRIDGE Senior Program Officer
Division/Post/Section	IALF Jakarta
Reports to	BRIDGE Program Manager

About the BRIDGE Program

BRIDGE is a professional learning program using international school partnerships to build teacher and student capacity to develop cultural awareness, improve language skills, improve ICT skills, and broaden and improve teaching methods.

BRIDGE is an important part of Australia's support to the education sector in Indonesia.

It builds people-to-people links between Australian and Indonesian teachers and students and improves communication through global learning and new technology via sister school arrangements.

There are now 148 school partnerships under the Indonesia BRIDGE program.

About the position

The BRIDGE Senior Program Officer works under the direction of the BRIDGE Program Manager.

The Senior Program Officer supports program planning, development and delivery of professional learning.

The key responsibilities of the position include:

- Contribute to the development and delivery of teacher training workshops and high level school visit activities
- Contribute to the day-to-day operational requirements of the Indonesia BRIDGE office including communication with teachers and project partners, and liaison with the BRIDGE Australia office
- Support program administration in Indonesia and the BRIDGE program team in Melbourne as required
- Adhere to procedures and workflow, to ensure efficient and effective delivery of program activities
- Maintain records and ensure adherence and compliance with relevant policies and operational guidelines
- Monitor budget expenditure and adhere to budget guidelines
- Contribute to logistical support for official and project visits
- Contribute to monthly and annual reports
- Maintain relationships within the course of day to day activities with BRIDGE stakeholders at post and our partner organisations.

Key areas of work:

Planning

- Facilitate program stakeholders to identify potential resources to contribute to effective program implementation
- Develop quality teachers training term of reference
- Contribute to the development of a monitoring tool to ensure program effectiveness in the field.

Coordinating

- Ensure the delivery of teacher training and workshops in the provincial and district level meet the program expected output
- Build up and maintain good relationships with program stakeholders at the province and district levels
- Assist with direction of the Program Officer in logistical arrangements
- Provide feedback to BRIDGE Program Manager for improvement in program delivery.

Monitoring and Evaluation

- Implement BRIDGE monitoring and evaluation activities effectively
- Adhere to budget constraints in program design and delivery
- Provide input to BRIDGE Program Manager for program improvement.

Reporting

- Provide program activities report with supporting quantitative and qualitative analysis to BRIDGE Program Manager.

Technical Expertise

- Support facilitation of workshops to a range of stakeholders
- Management and use of program databases.

Qualifications

- At least Bachelor degree with at least 5 years' professional experience in education sector or equivalent relevant work experience.
- Willingness to travel regularly
- A good team worker
- Good written and oral communication skills in English
- Computer proficiency in general office software applications (Word, Excel, Outlook, Power Point)

Interested candidates must submit a motivation letter and CV in English and list of references, addressed to RRubbiani@ialf.edu or RDJone@ialf.edu.

The closing date is January 13 2017.