

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 Ambassador Principal Lecture Series
- 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
- Assist with direction of the Program Officer in logistical arrangements
- Provide feedback to BRIDGE Program Manager for improvement in program delivery.

Liaising with Government Institution

- Build up and maintain good relationships with program stakeholders at the province and district levels
- Work and maintain sustained collaborative work with school principals, either in public or *madrasah* schools
- Work and maintain collaboration with BRIDGE resources person from government institutions or wider non-government education institutions.

Reporting

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

The required competencies

- Over 5 years' technical experience in a professional organization, especially in education and community development
- Demonstrated reliable knowledge of Indonesia education current issues and policies
- Demonstrated technical expertise in organising training and workshops
- Demonstrated skills in developing networks and build relationship with the education stakeholders in provincial, district and school level
- Knowledge of the current Indonesian Ministry of Education & Culture and Religion Affairs education programs is advantageous
- Good written and oral communication skills in English
- Computer proficiency in general office software (i.e. Word, PowerPoint, Excel, and Internet)
- Experience with DFAT or other development education-focused agencies is advantageous

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

The closing date is August 8, 2017.