



The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS)

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Job Vacancy: Jakarta Program Coordinator

A position has become available within the Jakarta office of [The Australian Consortium for 'In-Country' Indonesian Studies \(ACICIS\)](#) for a Program Coordinator for ACICIS' Jakarta Programs. The ideal candidate will have a Bachelor's degree from a recognised Indonesian or Australian tertiary institution, with demonstrated experience in one or more of the following fields: International Relations, Global Studies, the Australia-Indonesia business relationship, Journalism, Development Studies, education or cultural diplomacy.

Please find the position description and selection criteria outlined below. Interested applicants should submit a current CV and two-page statement (in English) addressing the Selection Criteria no later than: **Thursday, 9 July, 2015**. Please note that no phone call enquiries will be taken and only short-listed applicants will be notified.

About the Australian Consortium for 'In-Country' Indonesian Studies (ACICIS)

The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) is an innovative, non-profit, national educational consortium that was established in 1994 to develop and coordinate high-quality, semester-long study programs at Indonesian partner universities for Australian university students. Today ACICIS offers [twelve study options](#) in Indonesia and is also open to non-Australians and private individuals. ACICIS currently has 22 Australian members and two European member universities. It is coordinated by a small secretariat based at Murdoch University, Perth, and an Indonesian office in Yogyakarta. In Jakarta, ACICIS manages an operational office for its Jakarta programs.

ACICIS' Programs in Jakarta

ACICIS coordinates three short course professional 'practicum' programs for Australian and other international students in Jakarta each year: [The Business Professional Practicum \(BPP\)](#); [The Development Studies Professional Practicum \(DSPP\)](#); and the [Journalism Professional Practicum \(JPP\)](#). Aimed at non-Indonesian language students from a range of disciplines, these programs are designed to build on students' academic knowledge through two weeks of language learning and lectures (hosted at Atma Jaya Catholic University), complemented by a four-week internship in Jakarta's professional sector. The three programs will run concurrently in January and February 2016.

Position Summary

Title: Jakarta Program Coordinator
Office: ACICIS' Jakarta Office
Reports to: ACICIS' Resident Director (RD)
Supervision duties: Two direct reports (one Program Assistant in Jakarta and one Program Assistant in Bandung)

Position Description

The Jakarta Program Coordinator (JPC) is the primary point of contact for the ACICIS Jakarta Office, managing ACICIS' programs in Jakarta, Bandung and Bogor. The position is offered as a full-time, fixed-term contract (one year with the possibility of extension) and reports directly to the ACICIS Resident Director (RD).

Core responsibilities of the JPC

Duties to be performed by the JPC include, but are not limited to:

- Working with the Perth Secretariat, RD and respective Program Officers (POs) in the planning and implementation of all Jakarta Practicum Programs;
- Serving as the primary liaison with Atma Jaya Catholic University and other Jakarta, Bandung and Bogor-based universities on matters pertaining to current or future ACICIS programs hosted at those institutions;
- Assisting the RD with the recruitment and management of local staff as required for the Jakarta, Bandung and Bogor programs;
- Assisting with the development of ACICIS' new Agricultural Sciences 2016 pilot program with Institut Pertanian Bogor;
- Representing ACICIS at Jakarta-based functions in the RD's absence (such as embassy receptions, meetings with visiting Australian contact persons, and other meetings as required);
- Counselling participants on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and workplace behaviour during the program;
- Maintaining and updating all student records and Jakarta office archival materials;
- Providing regular pastoral support services for ACICIS students at Atma Jaya Catholic University in Jakarta and Universitas Katolik Parahyangan, Bandung;
- Developing and updating a training manual for all Jakarta and Bandung-based staff regarding their duties, and implementing ongoing training workshops for them as required;
- Actively monitoring security issues in Jakarta, Bandung and Bogor and keeping the RD informed of any significant developments that could adversely affect student safety;
- Assisting students in routine and/or emergency medical or security procedures, and updating ACICIS' Jakarta Risk Management Guidelines as required;
- Assisting the RD with other tasks when called upon to do so from time to time.

Selection Criteria

Essential:

- Completed Bachelor's Degree (minimum) from a recognised Indonesian or Australian tertiary institution in International Relations, Global Studies, Business, Journalism, Development Studies, Education, Cultural Diplomacy or a related discipline;
- Minimum 2 years' experience working in cross-cultural program management, international education, teaching, tourism or the development sector, preferably in Indonesia or Australia;
- A demonstrated ability to take initiative in program design, implementation and evaluation;
- A demonstrated ability to work under minimal supervision to achieve results;
- Excellent time management skills with an ability to manage competing demands and priorities;
- Excellent understanding of the Microsoft Office Suite and online platforms (including social media, browsers and applications) to promote the organisation, and an ability to train junior staff in this area;
- Excellent networking skills and an ability to represent ACICIS at media, Australian embassy and other related program events;
- An ability to communicate with influence and manage external partner relations;
- Advanced proficiency in both English and Indonesian.

Desirable:

- Basic knowledge of design/ photo editing skills.
- Fundraising/ sponsorship experience in the not-for-profit sector, and an ability to create successful pitches to prospective donors;
- Basic knowledge of database skills, preferably Microsoft Access skills;
- Experience in Monitoring and Evaluation (M&E) and running M&E training.

Remuneration and Period of Employment

This position is offered on a full-time (37.5 hours per week), fixed term period for **one year**. This position is open to Indonesian nationals (WNI) only and will be remunerated at a rate commensurate with the applicant's skills and experience.

Work-related expenses are to be acquitted and submitted to the Yogyakarta Office Manager on a monthly basis, including transportation and communication costs for work-related activities.

Interested applicants should forward a current CV and statement addressing the selection criteria (no more than two pages) to the ACICIS Resident Director, Ms Elena Williams, via email at: e.williams@acicis.edu.au, no later than **Thursday, 9 July, 2015**. Please mark 'Jakarta Program Coordinator Application' in the email subject field.

In preparing your statement addressing the above selection criteria, please provide a clear example describing how you meet each criterion. Please visit our [website](#) to learn more about ACICIS' Jakarta, Bogor and Bandung programs and the work we do before preparing your application.