

Latest news from across PBI...

PBI Indonesia Project: Vacancy for Project Coordinator

The Indonesia Project of Peace Brigades International ("the IP") has a vacancy for the position of Project Coordinator based in Yogyakarta, Indonesia. The IP maintains teams of volunteers in Jakarta and Papua who accompany local human rights organisations and facilitate peace education programmes with local organisations and communities. The IP has a small group of paid staff and voluntary committee members.

This is an exciting time to be joining the IP as we are expanding beyond protective accompaniment work to promote peace and human rights in a range of different ways.

Key responsibilities

The key responsibilities of the Project Coordinator are:

- to provide strategic management and leadership for the IP in the context of a non-hierarchical organisation
- to work closely on a day-to-day basis with a culturally diverse group of paid staff, field volunteers and volunteer committee members based around the world
- to represent the IP to external bodies and within the broader PBI organisation

The post will require travel both within Indonesia and internationally. The Project Coordinator will report to the Project Executive Committee.

Person specification

Management experience and skills

- Project co-ordination and management experience, preferably some of it in an Indonesian or Asian context, including use of project management cycles, log frames, monitoring and evaluation
- Experience in financial management and working in a multi-donor environment
- Strong leadership and change management skills

Workstyle and people skills

- Experience in participatory planning methodology
- Understanding of participatory empowering partnership approach
- Ability to work in a culturally diverse environment and form effective working relationships with people at all levels
- Strong team and relationship building skills
- Understanding of and experience with principles of consensus and nonhierarchical structures
- Excellent interpersonal and non-violent communication skills

Other skills

- Excellent security and contextual analysis skills
- Excellent verbal and written English, including report writing
- Excellent and creative problem solving skills
- Experience in running participatory and experiential group trainings or workshops
- Knowledge of or willingness and ability to learn Indonesian language to a basic functional level. English is the primary working language for this post.

- Excellent understanding of the Indonesian political and social context and the ability to function effectively in the country.
- Demonstrable ability to manage stress
- Determined, resilient and resourceful

Compensation

- Salary IDR 11,250,000 - 13,125,000 per month depending on experience
- Health insurance
- 4 weeks annual leave
- Accommodation or accommodation subsidy
- Flight home after each full year of employment
- Repatriation allowance payable after each full year of employment on a sliding scale from \$500-\$2,500 depending on country of permanent residence

We are offering a two-year contract with the possibility of extension to a permanent appointment.

How to apply

Please send us:

1. a letter of application of no more than 1500 words explaining how you meet the broad criteria set out above. You do not need to address each bullet point.
2. details of your educational and professional qualifications and previous work (whether paid or voluntary) clearly showing the name of the organisation you worked for, your role and main responsibilities
3. contact details for two referees. We will contact the shortlisted candidates' referees prior to appointment being confirmed.

Applications should be sent to [recruiting\(at\)pbi-indonesia.org](mailto:recruiting(at)pbi-indonesia.org) by 17.00 30 April Indonesian Western Standard Time, i.e. Jakarta time.

Applications will be processed as they arrive so applicants are encouraged to apply immediately.

If you have any questions about the post, please contact us at [recruiting\(at\)pbi-indonesia.org](mailto:recruiting(at)pbi-indonesia.org)