

## Term of Reference

### Job Specification

Title	Community Development Manager
Location	DKI Jakarta
Contract Type	Full Time – Fixed Term Contract
Report to	Team Leader
Contract Duration	7 months
Estimated Start Date	August 2017
Application Closing Date	5 August 2017

### Position Purpose/Objective

Implement Concern in Promoting Tolerance and PVE activities, as well as Women Economic Empowerment activities in formal/informal tented settlements and/or collective centers and/or host community area of the projects

### Accountability / Working Relationships

Community Development Manager coordinate and works closely with Research & Policy team; Business and Innovation Manager; Media & Campaign team; Regional Coordinator to meet the program outcomes. Community Development Manager is responsible to Team Leader.

### Specific Duties & Responsibilities

1. Supporting Team Leader on developing, implementing and evaluating work plan.
2. Facilitate diverse activities in spreading Peaceful Islam and Diversity among the local community.
3. Work alongside members of communities, inspiring them, supporting them, and offering them guidance and opportunities for initiating social change and making improvements to their own community.
4. Build relationships with government organizations, community groups and local businesses that are willing to invest time and money into their local communities
5. Promoting community schemes to the public and generally getting people involved
6. Manage the program team on implementing work plan.
7. Assists with collation and preparation of weekly, monthly, quarterly and six-monthly reports and other reports as requested.
8. Actively promotes core project values including; EEO, gender equity, social inclusion, anti-discrimination, anti-harassment and will not tolerate discrimination within any related project activities on the basis of gender, age, religion, sexual preference, marital status, health, ethnicity or political affiliation.
9. Undertake any other tasks as may be reasonably required.

## Qualification

### 1. Education & Knowledge:

- Minimum hold a bachelor degree in any major
- Will be highly an advantage if the candidate is familiar with CVE issue

### 2. Experience:

- Have a proven work experience in the same position for 8 years
- Have a work experience working in a project funded by UN/ DFAT

### 3. Language:

- Excellent in Indonesian & English language (written and spoken)

### 4. Personal Skills & Ability

- Good managerial, analytical, negotiation, communication and advocacy skills.
- Highly effective organization and work management skills and demonstrated capacity to work in a team environment
- Personal commitment, efficiency, flexibility and drive for result
- Has a sound analytical ability and good judgment
- Skills in problem identification and resolution
- Management and leadership skills including coaching and mentoring
- Strong computer skills (MS Word, Excel, Power Point)
- Strong interpersonal skills; demonstrated track record in working effectively with colleagues from varied cultures and professional background in order to achieve desired goals
- Excellent presentation, oral and written communication skills
- Excellent writing skills and demonstrated ability to develop written report and action plans.