

Term of Reference

Job Specification

Title	Project Manager
Location	DKI Jakarta
Contract Type	Full Time – Fixed Term Contract
Report to	Director/ Executive Director
Contract Duration	6 months (with possibilities of extension)
Estimated Start Date	August 2017
Application Closing Date	5 August 2017

Position Purpose/Objective

Project Manager oversees the planning, implementation, and tracking of a project which has a beginning, an end and specified deliverables.

Accountability / Working Relationships

Project Manager lead and works closely with Research, Policy and Advocacy team; Media and Campaign Officer; and Capacity Building Officer to meet the program goals. Project Manager coordinate with other division/unit managers. Project Manager is responsible to Director Executive and Director

Specific Duties & Responsibilities

1. Create a detailed work plan, schedule for project completion, review the project schedule, and determine the objective and measures upon which the project will be evaluate at its completion.
2. Build partnership and working closely with project key stakeholders including government agencies (National and Local), CSO and media
3. Manage project staff and/or volunteers according to the established policies and practices of the project and organization.
4. Execute, develop, monitor, review, and establish the progress of the project and make adjustment as necessary to ensure the successful completion of the project.
5. Write reports, monitor cash flow and narratives to senior management on a regular basis.
6. Ensure that the project deliverables are on time, within budget and at the required level of quality
7. Evaluate the outcomes of the project as established during the planning phase

Qualification

- **Education & Knowledge:**
 - Minimum hold a Bachelor degree in any degree (will be highly advantage if holds a Master degree)
 - Will be highly an advantage if the candidate is familiar with PVE / CVE Issue
- **Experience:**
 - Have a proven work experience as a Project Manager for 7 years in previous role
 - Have a work experience working in PVE/ CVE issue
- **Languages:**
 - Excellent in Indonesian & English language (written and spoken)
- **Personal Skills & Abilities:**
 - Have a strong written and verbal skills for briefing teams/ stakeholders and making progress report
 - Have the ability to coordinate, lead and monitor a diverse team with different skills and specialties
 - Have an excellent numerical and statistical skills for planning budget and managing project
 - Have a strong computer skills for using project management planning & monitoring software
 - Have an excellent problem solving skills to find effective and timely solutions to problems