



<b>VACANCY</b> <b>ASSISTANT to RESEARCH and PROJECT COORDINATOR</b>	
Dates	Open announcement : 11 April 2016 Close announcement : 18 April 2016 at 17:00 Jakarta Interview for shortlisted candidates : 20 – 22 April 2016 Work commences on : 02 May 2016
Type/Title	Assistant to Research and Project Coordinator
Project	To be based at the Secretariat
Description	The Human Rights Resource Centre is a small not for profit track two organisation established to assist human rights bodies within ASEAN. The Secretariat is based at the University of Indonesia in Depok Campus. The position is a full-time position requiring 5 days in a week to be at the Secretariat and may involve travel to ASEAN Member States.
Scope of Work	<p><b>Plan the Program</b> Assisting Research and Project Coordinator to:</p> <ul style="list-style-type: none"><li>• Ensure the delivery of the overall program and its activities in accordance with the mission and the goals of HRRC. This will include but not be limited to drafting research designs.</li><li>• Develop the budget and operating plan to support the program</li><li>• Develop a program evaluation framework to assess the strength of the program and to identify areas for improvement</li><li>• Develop funding proposals for the program to potential partners/donors</li></ul> <p><b>Organize the Program</b> Assisting Research and Project Coordinator to:</p> <ul style="list-style-type: none"><li>• Ensure that that program activities operate within the policies and procedures of both HRRC and partners/donors. This will include but not be limited to proof reading and editing study results as part of quality control of project's output.</li><li>• Ensure that program activities comply with all relevant legislation and professional standards</li><li>• Develop forms and records to document program activities</li><li>• Oversee the collection and maintenance of records for statistical purposes according to the confidentiality/privacy policy of the partners/donors of the program</li></ul> <p><b>Lead the Program</b> Assisting Research and Project Coordinator to:</p> <ul style="list-style-type: none"><li>• Communicate with HRRC Governing Board, Advisory Council, and staff as well as partners/donors and other stakeholders to gain support for the program and to solicit input to improve the program</li><li>• Liaise and coordinate with other coordinators and stakeholders to ensure the effective and efficient program delivery</li><li>• Implement activities and researches to ensure the quality of program delivery</li></ul>



	<p><b>Control the Program</b> Assisting Research and Project Coordinator to:</p> <ul style="list-style-type: none"> <li>• Write reports on the program for management and for donors</li> <li>• Communicate with donors as outlined in funding agreement</li> <li>• Ensure that the program operates within the approved budget</li> <li>• Monitor and approve all budgeted program expenditures</li> <li>• Monitor cash flow projections and report actual cash flow and variance on a regular basis</li> <li>• Manage all project funds according to established accounting policies and procedures</li> <li>• Ensure that all financial records for the program are up to date</li> <li>• Ensure financial reports and supporting documentation for donor are prepared as outlined in funding agreements</li> <li>• Provide required information to have invoices generated and submitted to donor according to the established timelines</li> <li>• Identify and evaluate the risks associated with program activities and take appropriate action to control the risks</li> <li>• Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework</li> <li>• Report evaluation findings to donor as well as HRRC Governing Board and Advisory Council</li> </ul>
Qualifications	<p>The successful candidate shall possess the following characteristics:</p> <ul style="list-style-type: none"> <li>• Has excellent command / highly proficient in spoken and written English</li> <li>• Has an interest in human rights, legal, and socio-political studies and projects, specifically in the context of regionalization and globalization</li> <li>• Demonstrates good analytical thinking</li> <li>• Demonstrates strong writing and communication skills</li> <li>• A team player but able to work under minimum supervision</li> <li>• Has a minimum of 3 years work experience. Experience in legal, human rights, and/or socio-political work, in particular in regional or international organization will be considered as an advantage.</li> <li>• Familiarity with donors' regulations (USAID, EU, British, AusAid, etc) will be considered as an advantage</li> <li>• Has attained, at a minimum, a bachelor's degree in law, international relations or social-political sciences. Master's degree will be considered as an advantage.</li> </ul>
Conditions	<p>The Centre will provide a transport allowance in addition to the nett salary.</p>
How to Apply	<p>Please email <a href="mailto:j.suryadi@hrrca.org">j.suryadi@hrrca.org</a>, cc <a href="mailto:info@hrrca.org">info@hrrca.org</a>, and send the following:</p> <ul style="list-style-type: none"> <li>• Cover letter, including information on expected salary</li> <li>• Curriculum Vitae</li> <li>• Writing sample ie: Article, Research Paper,</li> <li>• 3 Referees</li> </ul>
<p><b>Please reply only to the email addresses mentioned in the announcement.</b></p>	