

Position	<i>PERINTIS Communications, Promotion, Business and Employment Liaison</i>
Long Term/Short Term	Long Term Position (6 months plus possible extension)
Reports To	PERINTIS Team Leader and Deputy Team Leader
Job Specification	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A first degree or higher in relevant fields of either public relations, journalism, development studies, or communication studies</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience working in the public relations and or event management fields for the private sector, government and or CBOs/CSOs</li> <li>• Demonstrated experience in working with a wide range of groups including CSO/CBOs and education institutions</li> <li>• A strong track record of working with local media outlets and promotion firms in Palembang</li> <li>• Demonstrated experience in developing media strategies and campaigns for specific issues such as promotion of women and employment and inclusiveness</li> <li>• Awareness of DFAT and KIAT Communications Strategy</li> </ul> <p><b>Responsibilities:</b></p> <p><i>The Communications and Events Specialist will:</i></p> <ul style="list-style-type: none"> <li>• Provide leadership and support to the TL, DTL and PERINTIS team members in the development of promotion strategies for the PERINTIS program</li> <li>• Ensure collaboration with Dinas Kesehatan and other COVID-19 responsible parties in the distribution and promotion of information on COVID-19 particularly to the communities within PCSP Kelurahan</li> <li>• Ensure deliverables associated with the promotion of events for PERINTIS are met on time and are of a high quality</li> <li>• Work collaboratively with the PERINTIS TL/DTL and Training Coordinator and M&amp;E Officer to provide promotional and "good news stories" to KAIT Deputy Director, Strategic Planning and Performance (or delegate) in Jakarta and to the WATSAN teams in Palembang including the PCSP, the Mayor's office, relevant Dinas and associated training organisations such as LPMK and BLK, community members and their NGOs, CSOs and the Private Sector</li> <li>• Develop a stakeholder analysis for the targeting of government, business, institutions and communities</li> <li>• Develop and deliver a promotion strategy to vulnerable communities to become involved in PERINTIS training initiatives, public and private sector employers and CSOs</li> <li>• Develop and produce a range of promotional materials and media kits for the PERINTIS program to support the key PERINTIS relationships with business organisations, like APINDO and KADIN CSR Forums, and government departments including BAPPEDA, Departments of Women's Empowerment and Child Protection, Public Works, Social Services, Health, Education, Environment, and the Private Sector and CSOs relevant to PERINTIS objectives</li> </ul>

	<ul style="list-style-type: none"> <li>• Work closely with community level organisations to ensure that their stories and accomplishments regarding their involvement with PERINTIS training programs are highlighted and promoted to targeted government, private sector and training institutions as well as the broader community</li> <li>• Work closely with the Workplace Health and Safety (WPHS) and Child Rights and Protection (CRP) Training Specialists to ensure that these programs are well promoted and known as integral components of all training and activities of PERINTIS</li> <li>• Ensure all communications products are consistent with DFAT and KIAT requirements as outlined in the KIAT Communications Strategy</li> </ul> <p><i>Gender Equality and Social Inclusion and Civil Society Engagement</i></p> <ul style="list-style-type: none"> <li>• As Gender Equality and Social Inclusion and Civil Society Engagement form the foundation for the PERINTIS Pilot Program ensure all decisions and actions are consistent with GEDSI principles including all operational and implementation aspects of PERINTIS</li> </ul> <p><i>Financial</i></p> <ul style="list-style-type: none"> <li>• Ensure all funds related to PERINTIS promotion and events area are expended accurately and transparently in line with the PERINTIS budget and the financial policies of Scope Global, KIAT and DFAT</li> <li>• Be aware of and practice the policies relating to a “zero tolerance to fraud” approach adopted by all Australian Aid funded projects</li> </ul>
<p>Reporting Requirements</p> <p>(All reports provided to TL &amp; DTL for inclusion in main PERINTIS reports)</p>	<ul style="list-style-type: none"> <li>• Provide support to the TL/DTL on Communications and Liaison activities relating to progress and expenditure against budget which will be reported to the Steering Committee.</li> <li>• Contribute to the Six-monthly Report due at end of December 2021</li> <li>• If the PERINTIS program is extended past June 2022 provide input into the Annual Plan for 2022/23 focusing on achievements in the Communications and Liaison area and any changes required for the coming twelve months</li> <li>• Contribute to the completion report due June 2022, if PERINTIS is not extended, focusing on overall effectiveness of the Communications and Liaison program within the communities in which it operated and highlight potential for replication in other locations</li> </ul>