Consultancy Description

**Position Title:** Program Officer for Indonesia

**Reports to:** Program Director

**Position Classification:** Consultant

**General Summary**

The main objective of the Program Officer consultancy is to strengthen and manage Disability Rights Fund and Disability Rights Advocacy Fund grantmaking in Indonesia. The Program Officer for Indonesia will be responsible for country strategies which best advance the rights and inclusion of persons with disabilities in Indonesia, oversight and support to applicants and grantees, and monitoring of results and learnings. The Program Officer will also contribute to refinement of a strategic grants process, which incorporates best practices in funding disability rights and inclusive development in the Global South.

# About the Disability Rights Fund and the Disability Rights Advocacy Fund

The Disability Rights Fund (DRF) is a grantmaking collaborative between donors and the global disability rights community that empowers persons with disabilities to advocate for equal rights and full participation in society. We resource organizations led by persons with disabilities, primarily in Africa, Asia, the Pacific Islands, and the Caribbean, that are leading efforts to secure rights and inclusion for all. The Disability Rights Advocacy Fund is DRF’s sister organization, supporting advocacy for legislative change. The Funds – which are based on a participatory grantmaking model – make modest grants (USD $5,000-50,000 annually) to Disabled Persons’ Organizations (DPOs) in the developing world to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs).

**Essential Duties and Responsibilities:**

* Revise, adapt, and monitor Indonesia Country Strategy tracking socio-political barriers and opportunities, progression of disability rights and inclusive development, and growth of the disability movement
* Serve as a liaison to DRF/DRAF grantees and prospective grantees, including grassroots and marginalized sectors of the disability movement
* Review grant proposals and conduct financial and critical analysis of proposals and applicant organizations, including fit of proposals to DRF/DRAF objectives and strategies
* Prepare concise written analyses of grant proposals and develop grant recommendations for DRF/DRAF Grantmaking Committees comprised of advisors and donors
* Work closely with DRF/DRAF grants management staff on grants administration
* Work closely with DRF/DRAF program staff to identify organizational and strategic support needed by grantees and develop technical assistance plans for Indonesia
* Provide grantees with organizational and strategic support and recommend helpful resources and/or experts as appropriate
* Plan and implement grantee convenings and site visits in Indonesia
* Review and analyze grantee reports and communications and report on grantee achievements as part of Monitoring, Evaluation and Learning
* Support DRF/DRAF Communications by reporting on and documenting grantee achievements and disability rights advancements in Indonesia
* Develop professional relationships within the field of disability rights and other relevant fields to keep abreast of trends and inform DRF/DRAF grantmaking
* Build relations with development partners and key government stakeholders
* Collaborate with Executive Director, Deputy Director, Program Director, Management Team, and other staff to develop and refine organizational and DRF/DRAF grantmaking strategies, including for monitoring and evaluation, Gender Guidelines Implementation, and safeguarding
* Assist with other tasks, as needed

**Education and/or Experience**

* Bachelors degree or equivalent in human rights or development (or other relevant fields) with minimum 5 years of relevant experience; advanced degree desired
* Experience supporting capacity development within civil society in Indonesia, especially to do advocacy utilizing international (and regional) instruments
* Experience addressing achievement of rights and inclusive development, with preference for experience using the Convention on the Rights of Persons with Disabilities, and the Sustainable Development Goals
* Experience in grantmaking for rights advocacy

**Knowledge, Skills, and Abilities**

* A critical understanding of and a deep commitment to social justice issues facing persons with disabilities worldwide
* Demonstrated experience in project coordination
* Experience with Disabled Persons Organizations (DPOs) or other civil society in Indonesia
* Demonstrated ability to work well under pressure
* Supportive team player
* Self-reliant, good problem solver, results oriented
* Experience working in a multi-cultural environment
* Demonstrated ability to work well with diverse populations from around the world
* Ability to travel to rural / remote areas, and to foreign countries
* Ability to combine the roles of objective evaluator and empathetic observer
* Strong administrative and organizational skills; the ability to manage time efficiently
* Computer proficiency (Word, Excel, Outlook, PowerPoint); willingness to learn additional applications (and accessible technology) as necessary
* Fluency in written and spoken English, as well as Bahasa
* Preference for Indonesian national

# Compensation

This is a full-time position; the salary will be commensurate with experience.

# How to Apply

Please email a cover letter, resume, contact information for three references (including at least one previous supervisor), and writing sample to: [jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org)

**Deadline**: Applications will be considered on a rolling basis, with an expected hire in early 2021.