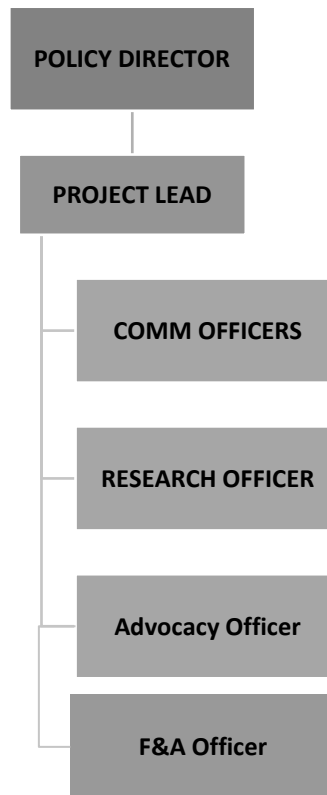


JOB DESCRIPTION
TITLE : PROJECT LEAD
UNIT: FOOD POLICY
TYPE OF CONTRACT: FULL TIME
CONTRACT PERIOD: ONE YEAR

I. SUMMARY OF ROLE: Under the supervision of Policy Director, The Project Lead will lead the team, manage and oversee all activities under the Food Policy Project and to ensure all expected objectives are achieved in a timely manner.

II. ORGANIZATION CHART:



III. JOB DESCRIPTION

MAIN RESPONSIBILITIES	ACTIVITIES	OUTPUT/ MEASUREMENT
1. Project management	<ul style="list-style-type: none"> - Coordinate team members and work with partners and consultants in producing and implementing project plans throughout the preparation, implementation and reporting/evaluation phases 	<ul style="list-style-type: none"> • Work plans are done in a timely manner; • Objectives are achieved;

	<ul style="list-style-type: none"> - Oversee and manage projects on day-to-day basis to ensure timeliness of project plan and milestones and adapt the work plan to the needs of advocacy moments - Ensure all advocacy, research, and campaign activities are aligned and directed towards objectives - Conduct quality checks for all knowledge, advocacy, and campaign materials - Facilitate internal and external knowledge management and learning - Coordinate and communicate with donor via regular meetings and other venues 	<ul style="list-style-type: none"> • The implementation of workplan meet the budgets; • Learning needs are identified and followed with capacity strengthening actions, effective knowledge management and learning across the team • Sound coordination and communication with donor
2. Research, policy analysis, and campaign support	<ul style="list-style-type: none"> - Manage and provide strategic directions to the research team to conduct necessary research on SSB tax and relevant issues - Manage and provide strategic directions to the research team to conduct online and offline innovative public campaign on SSB tax with the communication team - Conduct policy analysis to produce policy paper based on evidence and research done 	<ul style="list-style-type: none"> • High quality of reports and papers • High reach and engagement of wider audience
3. Advocacy and mobilisation support	<ul style="list-style-type: none"> - Establish and manage relationship with stakeholders, including with partner organizations (CSOs, academia, international organizations, etc), allies, and 	<ul style="list-style-type: none"> • strengthened coalition and coordinated advocacy actions • Wide engagement with multiple stakeholders,

	<p>manage resource mobilisation and advocacy efforts</p> <ul style="list-style-type: none"> - Establish and maintain consistent discussion and engagement with relevant policy makers and key policy influencers to push forward SSB policy - Adapt the advocacy activities and approaches as needed 	<p>including high level policy makers and key policy influencers</p>
4. Reporting	<ul style="list-style-type: none"> - Oversee and evaluate activities of the project, and correct course accordingly - Ensure timely updates and progress reports to partners and donors 	<ul style="list-style-type: none"> ● Activities are well monitored, evaluated and documented in timely Quarterly Reports

IV. WORK RELATIONS

	ROLES/TITLES AND NATURE
INTERNAL	<ul style="list-style-type: none"> ● Human Resource (HR) – technical discussion and preparations of research such as finding consultants, contracting enumerators, etc.; ● Finance and Administration (F&A) – technical discussion and preparations of research as materials procurements, etc.; ● Knowledge Management (KM) – technical support for data, information, and report management and usage. ● Tobacco Control (TC) – aligning methods and approaches, as well as cross cutting potential partners and stakeholders ● Communication - coordination on campaign, digital initiatives, etc;
EXTERNAL	<ul style="list-style-type: none"> ● Consultants – technical assistance for preparation, implementation, and reporting of research, lobby and advocacy, communication; ● Coalition members - liaise and coordinate activities ● Experts and policy makers – information related to current/historical conditions/policies.

V. QUALIFICATIONS

Relevant qualifications, skills and experience:

A. Minimum Qualifications

- Master degree in public health, health economics and policy, or other relevant fields
- Have at least 5 years of experience in project management and donor relations
- Have at least 3 years of experience in leading advocacy efforts with proven regulatory results, preferably familiar with fiscal policymaking
- Experience of managing collaborative development projects with fixed deadlines
- Experience working with international and national organizations (including in a coalition/platform), preferably in tobacco control, or food system, or other tax-related issues
- Experience working alongside Indonesian government entities and other policymakers

B. Competencies

- Strong advocacy and interpersonal skills, including ability to navigate and facilitate advocacy and lobby activities in a dynamic environment, as well as integrate innovative initiatives;
- ability to take and receive feedback constructively;
- cross-cultural communication;
- Outstanding working quality and organization;
- Strong communication and presentation skills;
- Excellent leadership and project management skills, including in managing a team of consultants;
- Excellent analytical skills;
- Ability to multitask;
- Great initiatives and eagerness to learn new knowledge;
- Exceptional policy and report writing skills;
- Good knowledge of tax policy and structure and SSB-related issues (preferable).