Terms of Reference – Locally Engaged Staff

**Project Officer (Communication)**

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<tr>
<th><strong>Work Location:</strong></th>
<th>Jakarta</th>
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<td><strong>Reports to:</strong></td>
<td>Communications Adviser</td>
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<td><strong>Duration of inputs:</strong></td>
<td>12 months. From 1 July 2022 to 30 June 2023, with potential for extension.</td>
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<td><strong>Budget Source:</strong></td>
<td>Communication Budget</td>
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**Summary of Expertise Required**

The Project Officer (PO) will assist the Communications Adviser to ensure that all communications activities (design, logistics, contract management and administration) are being implemented in a professional and timely manner. In coordination with relevant IA-CEPA ECP Katalis team members, the PO will arrange meetings in liaison with counterpart agencies and partners and provide project and events management support. S/he will also be involved in developing activity designs, contractual management of sub-contracted partners or specialists, and monitoring activity and budget implementation. S/he will be expected to undertake basic research tasks. Key skills required include research, note-taking, minutes, contract and budget management, organisation of workshops, liaison and relationship management with counterparts, data input and analysis, highly developed communications skills, and project management abilities. The PO will need good administration and financial documentation skills, the ability to work in an international environment and work effectively in a team across Katalis stakeholders.

**Background**

The Communications team at Katalis provides support for program engagement and outreach with businesses and other stakeholders in both Indonesia and Australia. Katalis’s communications activities are based on a strategy that acknowledges the need to be agile, scalable, and transformative to provide whole-of-program support, but also calibrated to evolving risks and opportunities. The strategy relies on an innovative, audience-targeted mix of virtual and face-to-face engagement, as well as traditional industry and digital media approaches.
Scope of Services

Under the leadership of the Communications Adviser the Project Officer (Communications) will be responsible for the following:

Activity Design and Work Plan Development
- Participate in the development of activity designs (background, scope and outcomes proposed) for the assigned technical area.
- Undertake basic research into key aspects of activity designs as directed by the Communications Adviser.
- Work with the Communications Adviser and other specialists in implementing activities and building Government of Indonesia (GoI) and private sector capacity as needed.
- Manage relationships and organise meetings with major stakeholders, performing support services (e.g., preparing presentations, taking notes and minutes) as guided. Major stakeholders include the GoI and Australian Government officials and individual businesses and associations.

Contract Management
- Work with the Communications Adviser in the development of TORs for specialists or firms subcontracted to undertake work in the assigned technical area.
- Work with Katalis’s operations work unit on the development of tender documents and tender assessment panel related to relevant procurements.
- Ensure effective monitoring and management of short-term specialists, or sub-contracted firm contracts and TOR/Scope of Services in terms of performance and delivery of services as contracted. Keep the Technical Lead informed where the TOR/Scope of Services is not being followed and recommend to the Technical Lead what corrective actions may be necessary to improve specialist/subcontractor work performance. Review and recommend payment of outputs and invoices to the Technical Lead.

Monitoring Activity and Budget Implementation
- Assist in developing and overseeing the budgets for all activities, workshops or seminars that form part of approved activities in the assigned technical area.
- Ensure that the budgets are developed and updated in line with relevant Katalis and Cardno Guidelines.
- Monitor the Activity budget status.
- Inform the Communications Adviser of budget status relating to targets within agreed time frames.
- Monitor the implementation of all activities within the Contractor’s mandate to ensure compliance with contractual requirements in terms of timelines, deliverables, milestones, invoicing and preparation of the Input Completion Report.
- Work closely with Katalis’ Monitoring, Evaluation and Learning (MEL) Adviser, with proactive communication and information flow for the MEL framework.
- Coordinate feedback on activity designs and key outputs produced by the specialists/subcontractors with the Monitoring, Evaluation and Learning (MEL) Lead and
Gender and Social Inclusion (GESI) Lead as appropriate and consolidate feedback for consideration by the Communications Adviser.

- Ensure that copies of all outputs, milestone reports and any other documents produced by the specialists/subcontractors are reviewed, edited, and approved by the Communications Adviser as fulfilling the requirements of the specialist or subcontractor’s terms of reference or scope of services. File copies of these documents on the Katalis shared drive for future audit and handover to the counterparts at the completion of Katalis.

**Stakeholder engagement and communications**

- Assist the Communication team in preparing communications content about activities and developments for internal reporting and for the Katalis Communications Adviser to share and promote with external audiences.
- Assist in drafting briefing packages and undertakes a wide range of other writing assignments including talking points and key messages related to Katalis’ external promotions and socialisation or events in which Katalis is participating.
- Assist ECP to disseminate communications-related products (others in ECP will design, develop, and produce communications documents).
- Assist the Digital & Event Producer, to produce content for the social and digital media, including website and social.
- Ensure communications through Katalis social media platforms are properly responded to.

**Logistics and administration support to Katalis communication activities**

- Organise meetings in accordance with requirements and within a designated time, including: preparing agendas and minutes (records of discussion) for the participants as required. Prepare meeting papers and dispatch them to participants within appropriate timelines.
- Draft accurate minutes of meetings in a timely fashion.
- Coordinate logistics including organising travel, meetings, workshops, forums/events, video sessions, including the venue and catering preparations, and invitation/correspondence for the meetings, and support in drafting content materials and information briefs.
- Participate in project related meetings required by the Communications Adviser and provide status updates on all activities managed by the sub-contractors.
- Process and distribute documentation from meetings.

**Coordinate translators & interpreters**

- Coordinate with the translators/interpreters in the translation of documents or with their assistance in translating/interpretation at meetings.
- Undertake direct translations using web-translation tools as guided.
- Act as contextual interpreter in supporting communication between Communications Adviser, other ECP staff and public and private counterparts.
Review Reports

- Review reports and other documents prepared by contracted specialists and subcontractors to ensure they comply with Katalis documentation standards (including Style Manual), GESI and MEL requirements, and address the core requirements of their TOR/Scope of Services and are delivered on time.

Records Management

- Ensure all documentation, including minutes of meetings, agendas, TORs, the scope of services, contracts, research, activity designs and activity outputs are appropriately named and stored on ECPs Egnyte information management system.

Other tasks as requested and agreed with the Communication Adviser or Katalis Director:

Maintain stringent standards of personal behaviour in interactions with children and take steps to report concerns about child abuse or risks to children. Any offer of employment will require criminal record clearance.

Selection Criteria – Qualifications, Skills and Experience

It is expected that the successful candidate will possess the following:

- Bachelor’s degree and relevant practice-based experience in organizational development. Communications, media, business, and international relations experience desirable.
- At least 3 years' experience in a similar role.
- Good knowledge of national media across traditional and digital platforms with an established network of media contacts.
- Good writing skills with a good track record of producing different type of high-quality media outputs, including press releases and editorial page
- Experience in developing and implementing successful media strategies and campaigns
- A willingness to travel throughout the Indonesia region.
- Demonstrated ability to conduct research and analysis.
- Proven project/activity management track record
- Willingness to undertake administrative support functions (e.g., organization of workshops, meetings, materials, and products)
- Excellent interpersonal skills (constructive attitude, positive thinking, practical problem solving and ability to adapt with team members and stakeholders) including networking and relationship skills and communication skills (both verbal and written in Bahasa Indonesia and English)
- Knowledge of graphic design software and experience in developing content (including infographics and visual content for printed and online platforms) is an advantage.
Overview of Work Unit

The Communications team at Katalis, led by Communications Adviser and assisted by Digital & Events Producer, provides support for program engagement and outreach with businesses and other stakeholders in both Indonesia and Australia. Katalis’s communications activities are based on a strategy that acknowledges the need to be agile, scalable, and transformative to provide whole-of-program support, but also calibrated to evolving risks and opportunities. The strategy relies on an innovative, audience-targeted mix of virtual and face-to-face engagement, as well with traditional industry and digital media approaches.

Relationship Management

The Project Officer (Communications) will develop and manage working relationships with key internal and external stakeholders. The role involves building networks and nurturing relationships with relevant staff from the governments of Indonesia and Australia, with influential businesses and industry associations, and with other staff in related development programs. Internally, the Project Officer (Communications) will work closely with the Communications team, and colleagues responsible for skills, market access, market integration, M&E, GEDSI and operations. In addition, the Project Officer (Communications) will help maintain productive working relationships with Katalis’s consortia partners, EY, AsiaLink and Equity Economics and Katalis’s investment partners.

About Katalis

The Governments of Indonesia and Australia have entered into the Indonesia-Australia Comprehensive Economic Partnership Agreement (IA-CEPA), creating a framework to unlock the vast potential of the bilateral economic relationship. To support this ambition, the IA-CEPA includes a new program – Katalis. Katalis’s goal is to maximise the benefits of IA-CEPA, support trade and investment, improve market access, and promote inclusive economic growth in Indonesia. The primary objective is to ensure the efficient and effective implementation of IA-CEPA to increase two-way trade and investment that is broad based and inclusive.

Through a “Collaborative Hub”, Katalis will leverage existing Australian investments in Indonesia by working in partnership with other DFAT Programs, the whole government partners such as Austrade, and other sectoral partners, to deliver new activities. Katalis combines sound trade and development practice by supporting Indonesia to maximise the benefits of IA-CEPA, addressing regulatory challenges (through technical assistance), while resourcing innovative industry engagement in sectors of mutual interest, such as agriculture; and by investing in standards, skills, and private sector development in new areas (such as digital services and advanced manufacturing).
The following standard requirements apply for all Katalis team members:

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<th>Confidentiality</th>
<th>Conflict of Interest</th>
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<td>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of Katalis. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</td>
<td>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations.</td>
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<th>Monitoring, Evaluation and Learning</th>
<th>Diversity and Inclusion</th>
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<td>The team member will support Katalis’s Monitoring, Evaluation and Learning team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high-quality data, participation in data collection methods and case studies that may arise from the inputs.</td>
<td>Katalis recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. Katalis is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</td>
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<th>Code of Conduct</th>
<th>Policy Compliance</th>
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<td>The team member is to conduct themselves in a manner consistent with the Public Service Act 1999 (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer’s professional standards.</td>
<td>The team member will work within the Department of Foreign Affairs and Trade policy and the Katalis Guidelines on gender, child protection, poverty, the environment, human rights, and governance.</td>
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