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Consultant - Policy Adviser

About the position

The Centre for Policy Development (CPD) is looking for a part-time (approximately 2-3 days a week) Consultant – Policy Adviser to support its growing work in the Asia Pacific region. The Policy Adviser will work to coordinate policy advice and advocacy across the spectrum of CPD’s work in the region, with a particular focus on Indonesia. The Policy Adviser will work across all three areas of CPD’s International Program, including on issues related to forced migration, climate change and the crisis in Myanmar. This position will work in close collaboration with CPD’s International Director and Senior Policy Adviser, as well as the Secretariat of the Asia Dialogue on Forced Migration (ADFM).

The successful candidate will be a highly motivated team player with experience working on policy issues in Indonesia and the region ideally on issues such as forced migration, climate change, conflict resolution or similar. They will be familiar with relevant legal and policy frameworks and key stakeholders in government, civil society and business in Indonesia and the region. They will also be highly organised and able to manage competing deadlines and complex relationships, including working effectively with a remote team.

The CPD team is based in Melbourne and Sydney and is seeking a consultant based in Jakarta. The position is for twelve months with opportunity for extension upon mutual agreement.

Candidates should include the following in their application:

1. One-page cover letter and maximum two-page curriculum vitae (CV);
2. Name and details of at least two referees.

Candidates should apply by emailing their application to admin@cpd.org.au with the subject line ‘Application for Policy Adviser’. Closing date: 17 January 2022. Only shortlisted candidates will be contacted.

Roles and responsibilities

- In collaboration with CPD, lead engagement with the Indonesian Government, especially the Ministry of Foreign Affairs (Kemlu), as well as other relevant government and non-government entities in Indonesia,
- Maintain and grow constructive relationships with key stakeholders and networks across the policy community in Indonesia and the region, including government and non-government stakeholders,
- Provide policy advice, research and/or advocacy on issues related to forced migration in the region, decarbonisation of Indonesia’s economy and the crisis in Myanmar,
- Develop and implement an advocacy strategy in Indonesia for the three areas of the International Program (forced migration, climate change and the crisis in Myanmar),
- Convert research into outputs that can be easily accessed by a range of stakeholders: media releases, reports, briefing papers, graphics, where appropriate.

Selection criteria

Essential

- Familiarity with how policy is made and implemented in Indonesia,
- Demonstrated ability to deliver results through advocacy,
- Demonstrated ability to meet deadlines, under limited supervision, and coordinating multiple agendas and stakeholders,

- Demonstrated ability to be flexible and adaptable to changing priorities and political contexts,
- Excellent analytical and problem-solving skills, with a high level of initiative,
- Exceptional written and verbal communication skills in English and Bahasa Indonesia,
- Familiarity with remote work and using video conference software (Zoom, Microsoft Teams, Skype),
- Familiarity with at least one of the three main areas of the program: forced migration in the region, climate change/decarbonisation of the Indonesian economy and the crisis in Myanmar.

Desirable

- Fluency in another language spoken in Southeast Asia and experience outside Indonesia,
- Experience working in a policy environment (government or not for profit),
- Relevant qualifications.

We particularly encourage people from diverse backgrounds to apply, including those with lived experience of displacement, and people with disabilities.

For more information on CPD please visit www.cpd.org.au.

About the organisation

The Centre for Policy Development is one of Australia's leading independent policy institutes. Founded in 2007, we are a mission-driven organisation led by a dynamic CEO and distinguished Board of Directors. CPD exists to solve the biggest policy challenges facing Australia and the region, and to take people on the journey solving them. CPD's unique create, connect, convince method and focus on the long term allows us to pick missions, create moments and galvanise movements.

CPD has co-convened the Asia Dialogue on Forced Migration (ADFM) since 2015. The ADFM is a Track II process pursuing more effective, durable and dignified approaches to forced migration in the Asia Pacific. The ADFM has become a leading expert group on issues of forced migration in the region, bringing together government and non-government decision makers from nine affected countries and representatives from international and national agencies. It is led by CPD in collaboration with the Institute of Strategic and International Studies Malaysia, Indonesian National Research and Innovation Agency (BRIN) and Institute of Human Rights and Peace Studies, Mahidol University Thailand.