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<http://www.cpd.org.au>

Consultant - Project Coordinator

About the position

The Centre for Policy Development (CPD) is looking for a part-time (approximately 3-4 days a week) Consultant - Project Coordinator to support its growing work in Southeast Asia. The Project Coordinator 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, in close collaboration with CPD's International Director, Senior Policy Adviser and the Secretariat of the Asia Dialogue on Forced Migration (ADFM).

The successful candidate will be highly organised and able to manage competing deadlines and complex relationships. They will be familiar with key stakeholders and have experience working in the region. They will be a highly motivated team player.

The CPD team is based in Melbourne and Sydney and is seeking someone a consultant based in Jakarta. The position is for 12 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 CV;
2. Name and details of at least two referees.

Candidates should apply by emailing their application to adfm@cpd.org.au with the subject line 'Application for Consultant – Project Coordinator'. Closing date: 17 January 2022. Only shortlisted candidates will be contacted.

Roles and responsibilities

- As part of CPD's international team, assist in the successful implementation of work across all three areas of focus: forced migration, climate change and the crisis in Myanmar,
- Assist with logistics, scheduling of calls across multiple time zones, event planning and administration in support of the program,
- Produce high quality written research and analysis,
- Edit documents and arrange for their peer review, liaising with the ADFM Secretariat, CPD's Research Committee, fellows and other experts and stakeholders where appropriate,
- Convert research into outputs that can be easily accessed by a range of stakeholders: media releases, reports, briefing papers, graphics, where appropriate,
- Build and maintain productive working relationships and networks with stakeholders, fostering research collaborations to amplify impact.

Selection criteria

Essential

- Familiarity with at least one of the areas of focus for the program,
- Strong administrative skills, with demonstrated experience successfully delivering events,
- Demonstrated ability to deliver excellent results working to deadlines and coordinating multiple agendas and stakeholders,
- Ability to be flexible and adaptable to changing priorities and political contexts,
- Sound analytical and problem-solving skills, with a high level of initiative,
- Exceptional written and verbal communication skills in English and Bahasa,

- Familiarity with remote work and using video conference software (Zoom, Google, Microsoft Teams, Whatsapp).

Desirable

- Experience in Southeast Asia, outside Indonesia,
- Experience working in a policy environment (government or not for profit),
- Experience working on Track II policy development processes,
- 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.