

**Terms of Reference  
Outreach Officer  
United Nations Association Indonesia**

**1. General Information**

Title	: Outreach Officer
Unit	: Department of Communications and Outreach
Organization	: United Nations Association Indonesia
Location	: Greater Jakarta Area, Indonesia OR remote with an agreement
Date Required	: As soon as possible
Type	: Voluntary Work - No Remuneration (NOT Internship)
Working Hour	: Flexible - with approximately up to 10 work hours per week

**2. Background**

United Nations Association Indonesia (Perhimpunan Perserikatan Bangsa-Bangsa Indonesia) is a non-governmental organization that aspires to enhance the relationship between Indonesian society and the UN by raising public awareness and civic participation in promoting the goals of the UN. UNA Indonesia aims to identify and support local grassroots organizations that work within the confines of SDGs, and to serve as the catalyst in facilitating their works with the larger UN goals and frameworks in Indonesia.

UNA Indonesia has recently been formed and is part of a global movement of the World Federation of United Nations Associations that can be found in over 100 UN Member States, first established in 1946. Our objectives are to promote the values of the UN Charter, defend multilateralism, work towards a better United Nations Organization, and raise awareness on the main pillars of the work of the United Nations—peace and security, sustainable development, and human rights.

UNA Indonesia is currently focusing on empowering and increasing youth involvement as our strategy in bridging the gap between civil societies and the UN. By involving those who were previously less involved in the Sustainable Development Agenda and United Nations institutions, we hope to achieve more inclusive development and increase active participation by grassroots communities in Indonesia

**3. Duties, Responsibilities, and Output Expectations**

Working directly with the Manager for Outreach Division, and as part of the Secretariat that aids the working of the organization, the Outreach Officer will be one of the most important support systems of our team, providing effective assistance to the operation of the organization, and ensuring that the organization meets its goal and fulfills its predetermined agenda.

The Outreach Officer will focus on the planning and implementation of Outreach programs by UNA Indonesia and the United Nations in Indonesia. The Outreach Officer

will report to the Manager of Outreach Division and Under-Secretary-General for Communications and Outreach, as well as to work with other departments.

The position requires excellent meticulousness, discretion and diligence. Knowledge of Outreach strategy, public relations, project management, and the works of the United Nations as well as NGOs is also necessary.

The Outreach Officer will be responsible for several tasks, such as but are not limited to the following:

1. Assist the Outreach Division in planning and implementing Outreach strategies in accordance with UNA Indonesia's vision and mission, namely bridging the community with the UN and the SDGs;
2. Assisting Outreach communication and public relations correspondence with institutions, organizations, governments, and the public in general;
3. Providing assistance for the bureaucracy and administration affairs for the Outreach process of UNA Indonesia;
4. Expanding the reach of UNA Indonesia to the general public, especially youth, marginalized groups, and grassroots communities.

In carrying out the aforementioned responsibilities, the Outreach Officer will work alongside and under the guidance of the Outreach Manager. They will assist the Under-Secretary-General for Communications and Outreach in any other Outreach tasks as requested.

### **Qualification and Experience**

Candidates for this position are not required to have professional experience, although some qualifications must be met. Furthermore, it can be of benefit to the organization if you have certain interests, skills, and knowledge that are listed below:

### **Education and Qualification:**

- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in community outreach, public relations, government relations, and project management is an advantage;
- Knowledge of Indonesia and the United Nations' works, system, and communication style is an advantage.

### **Language:**

- Fluency in Indonesian and English is required for this position.

**Terms of Reference  
Graphic Designer  
United Nations Association Indonesia**

**1. General Information**

Title	: Graphic Designer
Unit	: Department of Communications and Outreach
Organization	: United Nations Association Indonesia
Location	: Greater Jakarta Area, Indonesia OR remote with an agreement
Date Required	: As soon as possible
Type	: Voluntary Work - No Remuneration (NOT Internship)
Working Hour	: Flexible - with approximately up to 10 work hours per week

**2. Background**

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**3. Duties, Responsibilities, and Output Expectations**

Working directly with the Manager for Communications Division, and as part of the Secretariat that aids the working of the organization, the Graphic Designer will be one of the most important support systems of our team, providing effective assistance to the operation of the organization, and ensuring that the organization meets its goal and fulfills its predetermined agenda.

The Graphic Designer will focus on designing all visualization needs for promotion and communication of UNA Indonesia, such as but not limited to social media contents, event

posters, certificates, and others. The Graphic Designer will report to the Manager of Communications division and Under-Secretary-General for Communications and Outreach, as well as to work with other departments.

The position requires excellent meticulousness, discretion and diligence. Knowledge of graphic design, content creation, social media planning, and the works of the United Nations as well as NGOs is also necessary.

The Graphic Designer will be responsible for several tasks, such as but are not limited to the following:

1. Designing all visualization needs for promotion and communication of UNA Indonesia, such as but not limited to social media contents, event posters, certificates, and others;
2. Assisting with editing for audiovisual contents of UNA Indonesia, if needed;
3. Contributing alongside Social Media Specialists in terms of marketing strategy, visual design guidelines, and publications-related problems

In carrying out the aforementioned responsibilities, the Graphic Designer will work alongside and under the guidance of the Communications Manager. They will assist the Under-Secretary-General for Communications and Outreach in any other communication tasks as requested, including but not limited to cross-department coordination, public communications and answering questions from staff.

### **Qualification and Experience**

Candidates for this position are not required to have professional experience, although some qualifications must be met. Furthermore, it can be of benefit to the organization if you have certain interests, skills, and knowledge that are listed below:

#### **Education and Qualification:**

- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in graphic design, illustration, multimedia and corporate design, is an advantage.
- Knowledge of Indonesia and the United Nations' works, system, and communication style is an advantage.

#### **Language:**

- Fluency in Indonesian and English is required for this position.

**Terms of Reference  
Social Media Specialist  
United Nations Association Indonesia**

**1. General Information**

Title	: Social Media Specialist
Unit	: Department of Communications and Outreach
Organization	: United Nations Association Indonesia
Location	: Greater Jakarta Area, Indonesia OR remote with an agreement
Date Required	: As soon as possible
Type	: Voluntary Work - No Remuneration (NOT Internship)
Working Hour	: Flexible - with approximately up to 10 work hours per week

**2. Background**

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**3. Duties, Responsibilities, and Output Expectations**

Working directly with the Manager for Communications Division, and as part of the Secretariat that aids the working of the organization, the Social Media Specialist will be one of the most important support systems of our team, providing effective assistance to the operation of the organization, and ensuring that the organization meets its goal and fulfills its predetermined agenda.

The Social Media Specialist will focus on handling social media channels that belong to UNA Indonesia, in order to maintain communication forms between UNA Indonesia and

the general public. The Social Media Specialist will report to the Manager of Communications division and Under-Secretary-General for Communications and Outreach, as well as to work with other departments.

The position requires excellent meticulousness, discretion and diligence. Knowledge of social media communication, content creation, public relations, and the works of the United Nations as well as NGOs is also necessary.

The Social Media Specialist will be responsible for several tasks, such as but are not limited to the following:

1. Assist in creating the monthly Content Planning, based on the agendas of UNA Indonesia, the United Nations, as well as important days and important activities;
2. Publishing and uploading contents on all social media channels of UNA Indonesia, namely Instagram, LinkedIn, Facebook, and Twitter;
3. Managing communication between UNA Indonesia and the general public, such as but not limited to replying to direct messages and comments on social media; and
4. Conducting periodic social media analysis and formulating social media strategies to broaden the public communication engagement of UNA Indonesia.

In carrying out the aforementioned responsibilities, the Social Media Specialist will work alongside and under the guidance of the Communications Manager. They will assist the Under-Secretary-General for Communications and Outreach in any other communication tasks as requested, including but not limited to cross-department coordination, public communications and answering questions from staff.

### **Qualification and Experience**

Candidates for this position are not required to have professional experience, although some qualifications must be met. Furthermore, it can be of benefit to the organization if you have certain interests, skills, and knowledge that are listed below:

### **Education and Qualification:**

- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in communications, or social media handling, or public relations positions is an advantage;
- Knowledge of Indonesia and the United Nations' works, system, and communication style is an advantage.

### **Language:**

- Fluency in Indonesian and English is required for this position.



**Terms of Reference**  
**Copywriter**  
**United Nations Association Indonesia**

**1. General Information**

Title	: Copywriter
Unit	: Department of Communications and Outreach
Organization	: United Nations Association Indonesia
Location	: Greater Jakarta Area, Indonesia OR remote with an agreement
Date Required	: As soon as possible
Type	: Voluntary Work - No Remuneration (NOT Internship)
Working Hour	: Flexible - with approximately up to 10 work hours per week

**2. Background**

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**3. Duties, Responsibilities, and Output Expectations**

Working directly with the Manager for Communications Division, and as part of the Secretariat that aids the working of the organization, the Copywriter will be one of the most important support systems of our team, providing effective assistance to the operation of the organization, and ensuring that the organization meets its goal and fulfills its predetermined agenda.

The Copywriter will focus on the creation of copywriting for communication necessities of UNA Indonesia, such as but not limited to social media contents, event posters, and

newsletter articles. The Copywriter will report to the Manager of Communications division and Under-Secretary-General for Communications and Outreach, as well as to work with other departments.

The position requires excellent meticulousness, discretion and diligence. Knowledge of copywriting, content creation, social media planning, and the works of the United Nations as well as NGOs is also necessary.

The Copywriter will be responsible for several tasks, such as but are not limited to the following:

1. Providing copywriting for UNA Indonesia communication needs, such as but not limited to social media contents, event posters, and newsletter articles;
2. Assisting with proofreading and editing of all communication materials of UNA Indonesia;
3. Contributing alongside Social Media Specialists in terms of marketing strategy, content planning, and publications-related problems.

In carrying out the aforementioned responsibilities, the Copywriter will work alongside and under the guidance of the Communications Manager. They will assist the Under-Secretary-General for Communications and Outreach in any other communication tasks as requested.

### **Qualification and Experience**

Candidates for this position are not required to have professional experience, although some qualifications must be met. Furthermore, it can be of benefit to the organization if you have certain interests, skills, and knowledge that are listed below:

#### **Education and Qualification:**

- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in copywriting, content writing, content creating, proofreading is an advantage;
- Knowledge of Indonesia and the United Nations' works, system, and communication style is an advantage.

#### **Language:**

- Fluency in Indonesian and English is required for this position.



**Terms of Reference  
Speakers Bureau Officer  
United Nations Association Indonesia**

**1. General Information**

Title : Speakers Bureau Officer  
Unit : Department of Communications and Speakers Bureau  
Organization : United Nations Association Indonesia  
Location : Greater Jakarta Area, Indonesia OR remote with an agreement  
Date Required : As soon as possible  
Type : Voluntary Work - No Remuneration (NOT Internship)  
Working Hour : Flexible - with approximately up to 10 work hours per week

**2. Background**

United Nations Association Indonesia (Perhimpunan Perserikatan Bangsa-Bangsa Indonesia) is a non-governmental organization that aspires to enhance the relationship between Indonesian society and the UN by raising public awareness and civic participation in promoting the goals of the UN. UNA Indonesia aims to identify and support local grassroots organizations that work within the confines of SDGs, and to serve as the catalyst in facilitating their works with the larger UN goals and frameworks in Indonesia.

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UNA Indonesia is currently focusing on empowering and increasing youth involvement as our strategy in bridging the gap between civil societies and the UN. By involving those who were previously less involved in the Sustainable Development Agenda and United Nations institutions, we hope to achieve more inclusive development and increase active participation by grassroots communities in Indonesia

**3. Duties, Responsibilities, and Output Expectations**

Working directly with the Manager for Outreach Division, and as part of the Secretariat that aids the working of the organization, the Speakers Bureau Officer will help develop the Speakers Bureau program, which aims to provide the public with an integrated database of experts from the United Nations or agencies who will be available to be invited as speakers in events. The Speakers Bureau Officer will focus on bridging communication between UN Indonesia and UNA Indonesia, especially regarding invitations to events from external parties. The Speakers Bureau Officer will report

directly to the Manager of Outreach Division and Under-Secretary-General for Communications and Outreach, as well as to work with other departments.

The position requires excellent meticulousness, discretion and diligence. Knowledge of public relations, project management, internationalization, and the works of the United Nations as well as NGOs is also necessary.

The Speakers Bureau Officer will be responsible for several tasks, such as but are not limited to the following:

1. Help developing the Speakers Bureau program of UNA Indonesia, which aims to provide prospective individuals from United Nations and agencies who are available to connect directly to the public;
2. Bridging communication between UNA Indonesia, UN in Indonesia, and the general public in regards to external invitations, particularly from youth;
3. Providing assistance for the bureaucracy and administration affairs for the Speakers Bureau implementation;
4. Expanding the reach of UNA Indonesia to the general public, especially youth, marginalized groups, and grassroots communities.

In carrying out the aforementioned responsibilities, the Speakers Bureau Officer will work alongside and under the guidance of the Speakers Bureau Manager. They will assist the Under-Secretary-General for Communications and Speakers Bureau in any other Speakers Bureau tasks as requested.

### **Qualification and Experience**

Candidates for this position are not required to have professional experience, although some qualifications must be met. Furthermore, it can be of benefit to the organization if you have certain interests, skills, and knowledge that are listed below:

#### **Education and Qualification:**

- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in public relations, government relations, and project management is an advantage;
- Knowledge of Indonesia and the United Nations' works, system, and communication style is an advantage.

#### **Language:**

- Fluency in Indonesian and English is required for this position.

## **Terms of Reference**

### **Administration and Legal Officer**

#### **United Nations Association Indonesia**

#### **1. General Information**

Title	: Administration and Legal Officer
Unit	: Department of Internal Affairs
Organization	: United Nations Association Indonesia
Location	: Greater Jakarta Area, Indonesia OR remote with an agreement
Date Required	: As soon as possible
Type	: Voluntary Work - No Remuneration (NOT Internship)
Working Hour	: Flexible - with approximately up to 10 work hours per week

#### **2. Background**

United Nations Association Indonesia (Perhimpunan Perserikatan Bangsa-Bangsa Indonesia) is a non-governmental organization that aspires to enhance the relationship between Indonesian society and the UN by raising public awareness and civic participation in promoting the goals of the UN. UNA Indonesia aims to identify and support local grassroots organizations that work within the confines of SDGs, and to serve as the catalyst in facilitating their works with the larger UN goals and frameworks in Indonesia.

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#### **3. Duties, Responsibilities, and Output Expectations**

Working directly with the Under-Secretary-General for Internal Affairs, and as part of the Secretariat that aids the working of the organization, the Administration and Legal Officer will be one of the most important support systems of our team, providing

effective assistance to the operation of the organization, and ensuring that the organization meets its goal and fulfills its predetermined agenda.

The Administration and Legal Officer will focus on handling important documents that help UNA Indonesia establish its organizational framework. They are also to archive as well as control incoming and outgoing letters. The Administration and Legal Officer will report to the Under-Secretary-General for Internal Affairs and work with other departments.

The position requires excellent meticulousness, discretion and diligence. Knowledge of NGO administrations, Indonesian legal as well as administrative systems, and structured problem-solving is also necessary.

The Department for Internal Affairs will be subdivided into teams each having a specific function:

1. Human Resource

The Human Resource Team will be responsible for the management of the secretariat growing human resources, including but not limited to future secretariat members recruitment and interviews, secretariat members development, internship program establishment as well as regular assessment and evaluation.

2. Administration and Legal

The Administration Team will be responsible for the management of the secretariat's administrative work (such as invitation or statement letters) and UNA Indonesia's legal bases.

3. Finance

The Finance Team will be recruited in the future but will be part of the Department of Internal Affairs responsible for the management and reporting of the organization's financial balance sheets and transactions, and lead the organization's efforts in fundraising activities.

In more details, the Administration and Legal Officer's responsibilities include, but are not limited to, the following:

- o Establish and manage UNA Indonesia's administrative and legal frameworks, both as a business entity and an association
- o Provide guidance and ensure compliance with prevailing law and regulations for all UNA Indonesia programs, projects, and activities
- o Manage incoming and outgoing letters of the organization
- o Manage the staff database of UNA Indonesia
- o Provide assistance in drafting and/or reviewing agreements (MoUs, MoAs, etc.) between UNA Indonesia and other entities
- o Any other tasks as assigned by the Department.

In carrying out the aforementioned responsibilities, the Administration and Legal Officer will work alongside and under the guidance of the Under-Secretary-General for Internal Affairs. They will assist the Under-Secretary-General for Internal Affairs in any other administrative tasks as requested, including but not limited to cross-department coordination, organizing documents and answering questions from staff.

### **Qualification and Experience**

Candidates for this position are not required to have professional experience, although some qualifications must be met. Furthermore, it can be of benefit to the organization if you have certain interests, skills, and knowledge that are also listed below:

### **Education and Qualification:**

- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in administrative and legal positions is an advantage;
- Knowledge of Indonesia and of the UN's administrative and legal systems is an advantage.

### **Language:**

- Fluency in Indonesian and English is required for this position.

## **Terms of Reference**

### **Program Development Officer – Community Forum**

#### **United Nations Association Indonesia**

#### **1. General Information**

Title	: Program Development Officer – Community Forum
Unit	: Department of Program Development
Organization	: United Nations Association Indonesia
Location	: Greater Jakarta Area, Indonesia OR remote with an agreement
Date Required	: As soon as possible
Type	: Voluntary Work - No Remuneration
Working Hour	: Flexible - with approximately up to 10 work hours per week

#### **2. Background**

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As part of our formation plan, we are working closely with the United Nations Resident Coordinator Office and other UN entities in Indonesia. We have recently formulated our key programs and are further developing and preparing for their execution.

UNA Indonesia is currently focusing on empowering and increasing youth involvement as our strategy in bridging the gap between civil societies and the UN. By involving those who were previously less involved in the Sustainable Development Agenda and United Nations institutions, we hope to achieve more inclusive development and increase active participation by grassroots communities in Indonesia.

#### **3. Duties, Responsibilities, and Output Expectations**



Working directly with the Under-Secretary-General for Program Development, and as part of the Secretariat that supports the working of the organization. The Program Development Officer will be a dynamic and highly motivated part of our team, providing effective support to the operation of the organization, and ensuring the organization meets its goal and fulfils its pre-determined agenda.

The Program Development Officer will assist the organization in the field of program development, key partner engagement, organization's day-to-day administrative function and will interact with a wide range of people within and outside the organization, across communities, and partners of the United Nations Association Indonesia (UNA Indonesia). The position requires excellent judgment, discretion, interpersonal skills, critical thinking, knowledge of project management, the working of government and intergovernmental institutions, and problem-solving capability. This should be ideally underpinned by an analytical mind, clear writing skills, and the ability to distill discussions and political understanding. The Program Development Officer will report to the Under-Secretary-General for Program Development.

The Department for Program Development will be subdivided into teams each maintaining portfolios of programs under them:

1. Research and Development

The Research and Development Team will be focusing on doing the research related to issues included in UNA Indonesia's scope of concern, verifying the hypothesis, and becoming the base of our programs and contents. Activities include doing market research, setting research frameworks, and doing the monitoring and evaluation process for every UNA Indonesia program.

2. Community Forum

The Community Forum Team will be focusing on developing programs to engage the youths to the UN's and other stakeholders' works. Currently, the Community Forum is in charge of an established joint program with the UN Indonesia Resident Coordinator Office, namely UNA and UN Indonesia Community Forum, a bimonthly forum that engages the audience to get to know the perspectives and works of the UN, the government/private sector, and youth on a certain topic or concern, then the youths can share their thoughts through discussions on the topic.

3. UNA Indonesia Hub

The Hub Team will be focusing on developing programs to advocate the public's concern, especially youth, on issues related to the UN and the Sustainable Development Agenda, in the form of a community hub. The aim is to accommodate hub members' perspectives and advocate the issue or concern to the stakeholders, including the UN, and help develop the next steps to find a feasible solution for the problem. Currently, the program is running its first cohort with 20 participants from 13 provinces.

**This document contains information about Program Development Officer – Community Forum.**

The Program Development Officer – Community Forum responsibilities will include, but not be limited to the following:

- **Program Design and Development:**

Alongside the Under-Secretary-General for Program Development, based on the research by the Program Development Officer – Research and Development Team and considering suggestions from the rest of the Secretariat, design and develop the organization's program which aims to promote the UN's and other stakeholders' works. Conceptualize and initiate projects, as well as create the required project documents such as: project proposal, terms of reference, official letters, liaison with key program partners and manage the project within an established timeline with the assistance of other members of the Secretariat.

- **Program Execution:**

Alongside the Under-Secretary-General for Program Development, execute UNA Indonesia's program as has been planned, carry out evaluation, and conduct regular revisions of the program as required. Other than the planned program, UNA Indonesia may from time-to-time host one-off activities, these activities planning, and management also fall into the responsibility of the Program Development Officer.

- **General Administrative Assistance:**

Assist the Under-Secretary-General for Program Development in any other administrative tasks as requested, including but not limited to drafting project reports and organization documents, and answering questions especially from key program partners.

#### **4. Qualification and Experience**

Candidates for this position are not required to have professional experience, though there are some qualifications that must be met. Furthermore, it can be of benefit to the office if you have certain interests, skills, and knowledge that are also listed below:

**Education and Qualification:**

- Be enrolled in a first university degree program;
- Familiarity with the United Nations, its goal, and ideals;
- At least 1 (one) experience in project management;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in outreach/communication positions is an advantage.



**Perhimpunan Perserikatan  
Bangsa - Bangsa Indonesia**  
United Nations  
Association Indonesia

- The eagerness to unlearn and relearn about project development, supported by a strong commitment and willpower.

**Language:**

- Fluency in Indonesian and English is required for this position.

[www.dishnakerja.com](http://www.dishnakerja.com)

## **Terms of Reference**

### **Program Development Officer – Research and Development**

#### **United Nations Association Indonesia**

#### **1. General Information**

Title	: Program Development Officer – Research and Development
Unit	: Department of Program Development
Organization	: United Nations Association Indonesia
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#### **3. Duties, Responsibilities, and Output Expectations**

Working directly with the Under-Secretary-General for Program Development, and as part of the Secretariat that supports the working of the organization. The Program Development Officer will be a dynamic and highly motivated part of our team, providing effective support to the operation of the organization, and ensuring the organization meets its goal and fulfils its pre-determined agenda.

The Program Development Officer will assist the organization in the field of program development, key partner engagement, organization's day-to-day administrative function and will interact with a wide range of people within and outside the organization, across communities, and partners of the United Nations Association Indonesia (UNA Indonesia). The position requires excellent judgment, discretion, interpersonal skills, critical thinking, knowledge of project management, the working of government and intergovernmental institutions, and problem-solving capability. This should be ideally underpinned by an analytical mind, clear writing skills, and the ability to distill discussions and political understanding. The Program Development Officer will report to the Under-Secretary-General for Program Development.

The Department for Program Development will be subdivided into teams each maintaining portfolios of programs under them:

1. Research and Development

The Research and Development Team will be focusing on doing the research related to issues included in UNA Indonesia's scope of concern, verifying the hypothesis, and becoming the base of our programs and contents. Activities include doing market research, setting research frameworks, and doing the monitoring and evaluation process for every UNA Indonesia program.

2. Community Forum

The Community Forum Team will be focusing on developing programs to engage the youths to the UN's and other stakeholders' works. Currently, the Community Forum is in charge of an established joint program with the UN Indonesia Resident Coordinator Office, namely UNA and UN Indonesia Community Forum, a bimonthly forum that engages the audience to get to know the perspectives and works of the UN, the government/private sector, and youth on a certain topic or concern, then the youths can share their thoughts through discussions on the topic.

3. UNA Indonesia Hub

The Hub Team will be focusing on developing programs to advocate the public's concern, especially youth, on issues related to the UN and the Sustainable Development Agenda, in the form of a community hub. The aim is to accommodate hub members' perspectives and advocate the issue or concern to the stakeholders, including the UN, and help develop the next steps to find a feasible solution for the problem. Currently, the program is running its first cohort with 20 participants from 13 provinces.

**This document contains information about Program Development Officer – Research and Development.**

The Program Development Officer – Research and Development responsibilities will include, but not be limited to the following:

- **Research:**

Alongside the Under-Secretary-General for Program Development, based on the issues from the communities brought by the Outreach Officer and considering suggestions from the rest of the Secretariat, explore issues related to the UN, youth, and the Sustainable Development Agenda concerned by the public. In addition, conducting market research to comprehend the potency of UNA Indonesia's project among youth is also needed through quantitative and qualitative research methods.

- **Issue Development:**

Alongside the Under-Secretary-General for Program Development, analyze the critical points of the issue, as well as the initial hypothesis and possible solution of issues that involve various stakeholders, such as the UN, the government, the private sector, and especially the youth. Verify the research to the beneficiaries as needed. The said research will then become the base for UNA Indonesia's programs and contents.

- **Monitoring and Evaluation:**

Assist the Under-Secretary-General for Program Development in initiating monitoring and evaluation systems regularly for each of UNA Indonesia's divisions, including but not limited to the project, program, and activities. This includes the process of settings the monitoring and evaluation framework, synchronizing the success metrics of each program with the member of the division, and tracking progress regularly to monitor and evaluate each program or division under the Secretariat of UNA Indonesia.

- **General Administrative Assistance:**

Assist the Under-Secretary-General for Program Development in any other administrative tasks as requested, including but not limited to drafting the result of the research and other organization documents, and answering questions, especially from key program partners.

#### **4. Qualification and Experience**

Candidates for this position are not required to have professional experience, though there are some qualifications that must be met. Furthermore, it can be of benefit to the office if you have certain interests, skills, and knowledge that are also listed below:

**Education and Qualification:**





- Be enrolled in a first university degree program or a recent graduate (Bachelor's level or equivalent);
- Familiarity with the United Nations, its goal, and ideals;
- At least 1 (one) experience in project management;
- Experience in international organizations, political, government, or other non-profit institutions is not required but is an advantage;
- Experience in outreach/communication positions is an advantage.

**Language:**

- Fluency in Indonesian and English is required for this position.