



Role : Project Officer (to start immediately)
Location : Bone, South Sulawesi
Contract : April - December 2019 (with possibility of extension)
Application Deadline : 15 March 2019 5pm Jakarta Time

Tulodo is seeking a Project Officer to be based in South Sulawesi for a research and capacity building project to prevent child marriage

About us

Tulodo is a different kind of organization - we are part marketing agency, part university and part nonprofit. Tulodo's mission is to provide the best international consulting and project management services, specializing in social and behavior change. Tulodo helps its clients and partners to solve problems relating to health, governance, education, technology, environment, human rights, microfinance, water, safety and many more. If you join us you will have the chance to learn from working with our excellent team on projects with government, business, nonprofit and other organizations.

Project Information

Tulodo is contracted to UNICEF to conduct research and capacity building to prevent child marriage in Indonesia. The project location is in Bone, South Sulawesi. The overall objectives of this program are to increase knowledge and skills of adolescent girls and boys in areas related to child marriage, menstrual hygiene management, reproductive health, and life skills/empowerment. The project also aims to improve the enabling environment that perpetuates child marriage by working with schools, religious and community leaders, and women's prayer groups.

Key Job Duties:

- Support the Team Leader to develop the project implementation plan
- Develop monthly work plans for implementation and ensure project activities are implemented in coordination with partners and stakeholders.
- Together with the Project Team ensure regular communication, strengthen capacity and share learnings to all partners and stakeholders
- Support research activities (e.g., formative research, baseline study and pretesting of communication materials) in Bone, South Sulawesi including coordinating with Research Officer for development of research tools, data collection.
- Coordinate with UNICEF team, partners and stakeholders, including adolescents (in school and out-of school), community (parents, religious and community leaders, women's prayer group) and schools (teachers, headmasters), local government, NGOs.
- Prepare Inception and Capacity Building workshop.
- Support Research Officer in mapping of existing materials and programs related to child marriage, menstrual hygiene management, reproductive health, and life skills/empowerment.
- Support Tulodo Team to develop theory of change, monitoring and evaluation framework, and BCC strategy, and communication materials for implementation of Berani programme in Bone, South Sulawesi with UNICEF and other partners
- Provision of support in organisational management and leadership to the Team Lead.
- Preparing proposed monthly budget request and budget used report together with all original receipts and supporting documents.

Essential qualities:

- Minimum Bachelor degree in social sciences, education, management or community development
- Minimum 5 years relevant work experience, preferably in the field of child protection, gender empowerment and working with children.
- Experience in project planning, monitoring of budget and expenses and proven ability to write and present regular reports as required.
- Demonstrated experience in people management and motivating a team.
- Demonstrated high level time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment
- Experience in designing and conducting workshops and trainings
- Representational skills including developing networks and relationships with key stakeholders.
- Excellent communication skills in Indonesian and English, ability to communicate in local languages is an asset.
- Preferably having an understanding of issues related to child protection, child marriage, menstrual hygiene management, reproductive health, and life skills/empowerment for young people.
- Availability to live, stay and travel to sub-districts in Bone South Sulawesi.

Please send a maximum 1 page cover letter describing your qualities and experience, with a 4-page CV to: heribertus@tulodo.com. The deadline is **Friday, 15 March 2019 05.00pm Jakarta Time**.