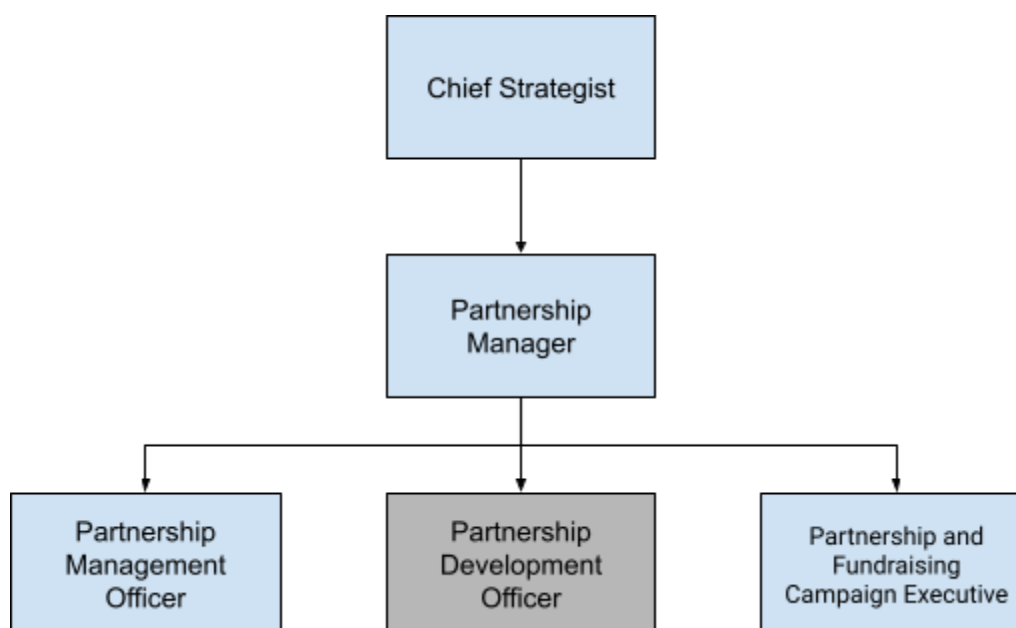


JOB DESCRIPTION			
Position	: Partnership Development Officer		
Department	: Partnership - Strategic Unit		
Employee Type	: Kontrak 1 tahun	Revision Date	: Feb 15, 2023

I. SUMMARY OF ROLE

Under the supervision of Partnership Manager, the Partnership Development Officer will assist in providing strategic advice in the management of innovative partnerships, and build and sustain collaborative relationships with a range of internal and external stakeholders, support the growth and development of mutually beneficial partnerships and stakeholder outcomes.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Partnership for Impact Development	<ul style="list-style-type: none"> Pro-actively identify new potential partners and co-investment opportunities with 	<ul style="list-style-type: none"> Work plans are done in timely manner Expanding type / diversify type of partners

	<p>private sector, philanthropies, and international organization</p> <ul style="list-style-type: none"> • Mapping, researching yearly focus and potential collaboration with private/ international organization in Indonesia • Establishing connection with potential strategic partners • With partnership manager, develop ideation and innovation to grow the pipeline; • Assist in the development of pitch materials for strategic partners 	<ul style="list-style-type: none"> • Increased partners outreach effort • Increased number of opportunity for multi years partnership
Partners Relation	<ul style="list-style-type: none"> • Assist, provide input, and conduct stakeholder mapping for coalition establishment in health system strengthening effort • Pro-actively assist program / project team to update all partners with policy updates and relevant health initiatives in Indonesia • Collaborate with fundraising officer to guide CSR and employee engagement partnership to health intervention programs • Facilitate relationships between partners and local stakeholders in CISDI's intervention area • Complete preliminary analysis, investment/funding memos for projects and partners, and provide recommendations for future collaboration; • Present the project and/or the pipeline to stakeholders when requested; 	<ul style="list-style-type: none"> • Increased collaboration with private sectors / philanthropies • Expanding type / diversify type of partners

	<ul style="list-style-type: none"> • Ensure efficient and effective coordination between project / program team and partners • Update CISDI' portfolio and pipeline tracker tools and systems. 	
Lessons-learnt documentation and reporting	<ul style="list-style-type: none"> • Support lesson-learnt and documentation of CISDI's activities on partnership and fundraising. • Work closely with the program and research team to analyze the partnership progress. • Support to leverage and disseminate those learnings and documentations for the sustainability of CISDI program • Contribute to the development of general partnership and fundraising learning, documentation and reporting. 	<ul style="list-style-type: none"> • CISDI has a section in the knowledge hub that store tacit knowledge on coordinating with certain type of partners • Divisions are able to understand and execute end-to-end process of partnership by themselves

IV. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> • <i>Strategic Unit - provide strategic input based on partnership experience</i> • <i>Program, Research, Policy, Projects - Coordinate need assessment, pro-actively assisting in initiation, liaison, and evaluation of the partners relations</i> • <i>Finance - Coordinate budget disbursement, budget flow, contract/agreement management</i>
External	<ul style="list-style-type: none"> • <i>Potential partners from private, philanthropies, and international organization</i>

V. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree in marketing, Business, or Communication is preferred.
- Minimal 3 years' experience related to account executive/ partnership in private sector / business development.

- Deep knowledge of health development issues and multi-stakeholder collaboration
- Strong Microsoft Office skills (Excel, Word and PowerPoint) with basic design preferred.
- Proficient in English both verbal and written.

B. Competencies

- Strong networking experience with private sectors and international organization
- Outgoing personality, excellent communication and relationship management skills, excellent presentation skills and negotiation skills with good time management is required.
- Creative and strategic thinker with exceptional analytical skills, including the ability to analyze data, draw conclusions, and develop recommendations.
- Self starter person, able to work efficiently under minimum supervision
- Outgoing personality, well organized, team player, passionate and results driven.