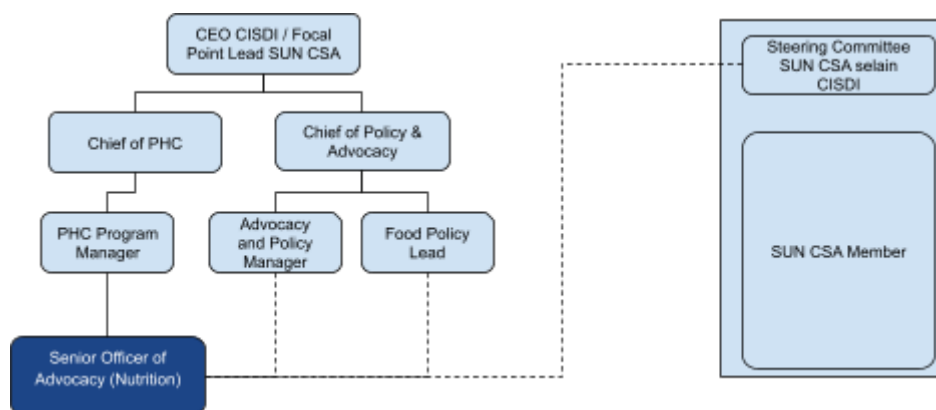


JOB DESCRIPTION	
Position	: Senior Officer for Advocacy (Nutrition)
Department	:
Employee Type: Full-time position (10 months contract, Mid March 2024 to Mid Jan 2025) with possibility for extension	Revision Date: 27 Feb 2025
Grade	:

I. SUMMARY OF ROLE

The Senior Officer for Advocacy (Nutrition) will play a pivotal role in CISDI's efforts to advocate for nutrition programs at the national, regional, and global levels. These measures include supporting CISDI's participation as SUN CSA (Scaling Up Nutrition Civil Society Alliance) Indonesia's Chair and other nutrition-related discussions and efforts. The Officer will support the effective execution of leadership duties within the Executive Committee (EC) of SUN. This role includes administrative, strategic, and communication support to ensure the Chair can focus on high-level decision-making, policy setting, and leadership functions. The Officer will help coordinate the work of the EC and ensure smooth communication, planning, and execution of actions across committees.

II. ORGANIZATION CHART



The unit's organisational structure is designed to establish clear lines of reporting and responsibility within the unit.

III. WORKING RELATION

The Senior Officer for Advocacy (Nutrition) operates within CISDI's PHC division, reporting directly to the PHC Program Manager while closely collaborating with the Food Policy Lead and Advocacy and Policy Manager. This role requires continuous engagement with CISDI's Primary Health Care (PHC) team, particularly the PHC Program Manager, to align nutrition advocacy with broader primary healthcare

initiatives. Given CISDI's leadership role as the Chair of SUN CSA Indonesia, the Senior Officer ensures that advocacy efforts are integrated across different policy areas within the organization.

Externally, the Senior Officer maintains a dynamic relationship with SUN CSA Indonesia's Steering Committee and its broader membership, acting as the primary liaison between CISDI and the SUN CSA network. This involves coordinating the work of the Steering Committee (SC), ensuring smooth communication across committees, and facilitating policy discussions that strengthen the impact of nutrition advocacy. As part of this role, the Senior Officer regularly interacts with government institutions such as BAPPENAS and the Ministry of Health, advocating for evidence-based nutrition policies and ensuring CISDI's contributions are well-represented in policy discussions.

IV. RESPONSIBILITIES/ACTIVITIES

1. Provide Technical Support for SUN CSA on behalf of CISDI:

- a. Liaison and Coordination to external parties and between CISDI team:
 - i. Functions as the point of coordination between CISDI and the broader SUN-CSA network and other stakeholders, including BAPPENAS and other related government agencies.
 - ii. Engage with SUN CSA members and maintain the participation of members.
 - iii. Assist in the preparation of agendas for SC meetings.
 - iv. Ensure that the Chair's time is used effectively during meetings by handling logistics and supporting the agenda flow.
 - v. Summarize key decisions and actions from meetings for follow-up.
 - vi. Establish and maintain effective communication channels with national and subnational SUN Network members, including government authorities, CSOs, etc.
 - vii. Facilitate the creation of annual SUN CSA planning and monitoring activities.
 - viii. Coordinate with SUN focal point secretariat for routine check-in, events, and assessments.
 - ix. Coordinate with regional and global SUN CSN secretariats. This includes joint meetings and facilitate knowledge sharing to SUN CSA members.
- b. Policy and Committee Support:
 - i. Provide support in setting policies and action plans.
 - ii. Attend SC committee meetings when possible to ensure the Chair remains informed on all matters.
 - iii. Serve as a representative of SC committees, supporting initiatives and assisting in documentation and reporting.
 - iv. Assist with preparing documents, speeches, or talking points for public occasions where the Chair represents the SC.
 - v. Manage communications related to public representation on behalf of the Chair.

- c. Knowledge Management and Strategic Support:
 - i. Conduct knowledge product collection and recording and provide recommendations for SUN CSA movements.
 - ii. Support the Chair in strategic planning and fundraising efforts, including researching opportunities, tracking progress, and maintaining relationships.
 - iii. Assist in the tracking and reporting of financial accountability, ensuring proper documentation and updates for SC review.

2. Provide Analysis on Nutrition-Related Policies and Evidence Pieces:

- a. Conduct policy analysis and design advocacy product(s) in coordination with the Food Policy and Policy & Advocacy divisions in CISDI.
- b. Conduct public health evidence pieces analysis and ensure the alignment of CISDI's intervention on nutrition programs. This is conducted in coordination with the Primary Health Care division in CISDI.
- c. Facilitate knowledge sharing within divisions in CISDI in nutrition-related issues.

V. OUTPUT/MEASUREMENT

The Senior Officer's performance will be evaluated based on:

SUN CSA-related metrics:

- 1. Adherence to SUN CSA's plan and accuracy of reported data.
- 2. Percentage of SUN meetings (including SUN CSA, SUN CSN, or SUN Network in general) with a structured agenda prepared and circulated in advance.
- 3. Percentage of meeting action items completed within the designate time frame
- 4. Number of strategic planning initiatives successfully coordinated with EC members.
- 5. Number of public representation events where the officer provided direct support.
- 6. Quality and clarity of communication materials produced for public events.
- 7. Timeliness and quality of committee reports or follow-up documents submitted.
- 8. Availability of SUN members information collection

Other Advocacy Products metrics:

- 1. Availability of recording and analysis of grand advocacy and engagement strategy related to nutrition programs in CISDI
- 2. Successful consultation meetings with Bappenas and SUN Network members when required.
- 3. Seamless coordination and collaboration with Food Policy, Policy and Advocacy, and Primary Health Care Divisions.
- 4. Number of policy documents or initiatives developed or supported by the officer

VI. QUALIFICATIONS

Minimum Qualifications:

1. Master's degree in public health, nutrition, international development, public policy, or a related field. Bachelor's degree with exquisite experience will be considered.
2. Experience:
 - a. Minimum of 3 years of experience in project management, preferably in nutrition program.
 - b. Experience in building coalitions, and working with multiple CSOs or other stakeholder engagement program.
 - c. Previous experience in coordinating with government agencies, NGOs, and community-based organizations is advantageous.
 - d. Previous experience in policy and evidence pieces analysis.

Skills:

- a. Proficiency in project planning, implementation, and monitoring.
- b. Strong analytical skills with the ability to interpret data and generate actionable insights.
- c. Excellent communication skills, including written and verbal proficiency in English. Knowledge of local languages may be beneficial.
- d. Demonstrated ability to build and maintain effective partnerships with diverse stakeholders.
- e. Familiarity with basic data analysis tools and software.
- f. Ability to work independently and as part of a multidisciplinary team.
- g. ability to take initiatives and make decisions when necessary
- h. Strong organizational skills with attention to detail and ability to manage multiple tasks simultaneously.

Key Competencies:

1. Ability to effectively coordinate project activities, develop work plans, facilitate different stakeholders, and ensure timely delivery of project outputs.
2. Availability of SUN CSA's theory of change and recommendations of CISDI's as chair.
3. Ability to work effectively with senior leadership and stakeholders.
4. Ability to build and maintain positive relationships with stakeholders, including healthcare workers, community organizations, government agencies, and project partners.
5. Strategic Thinking: Capacity to align project activities with broader goals and adapt strategies to changing circumstances to achieve desired outcomes.
6. Sensitivity to cultural nuances and ability to work effectively in multicultural settings, demonstrating respect for diversity and inclusivity.
7. Flexibility to adjust to evolving project needs and external factors, demonstrating resilience and ability to thrive in dynamic environments.
8. Capability to lead project activities, provide guidance to team members, and inspire collaboration towards achieving project objectives.

9. Strong verbal and written communication skills, including the ability to convey complex information clearly and persuasively to diverse audiences.
10. Commitment to upholding ethical standards in ensuring integrity, transparency, and accountability in all activities.