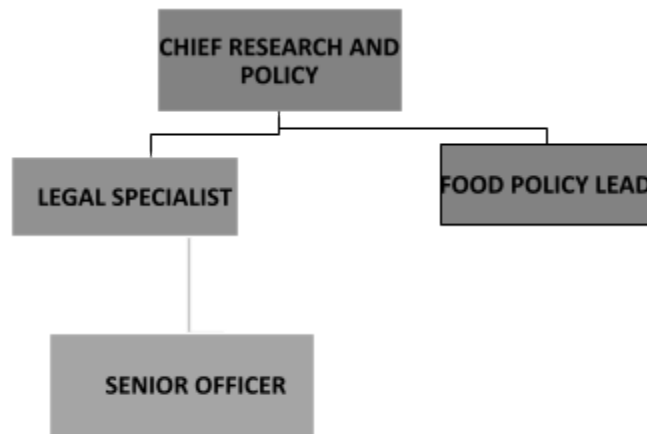


SCOPE OF WORK
TITLE : LEGAL SPECIALIST
UNIT: FOOD POLICY
TYPE OF CONTRACT: FULL TIME
CONTRACT PERIOD: ONE YEAR

I. SUMMARY OF ROLE: Under the supervision of Policy Director and in coordination with Food Policy Lead, the Legal Specialist will lead, manage and oversee all activities under the Civic Engage Project and to ensure all expected objectives are achieved in a timely manner.

II. ORGANIZATION CHART:



III. JOB DESCRIPTION

MAIN RESPONSIBILITIES	ACTIVITIES	OUTPUT/ MEASUREMENT
1. Project management	<ul style="list-style-type: none"> - Coordinate team members and work with partners, coalition and consultants in producing and implementing project plans throughout the preparation, implementation and reporting/evaluation phases 	<ul style="list-style-type: none"> • Work plans are done in a timely manner; • Objectives are achieved;

	<ul style="list-style-type: none"> - Oversee and manage projects on day-to-day basis to ensure timeliness of project plan and milestones and adapt the work plan to the needs of advocacy moments - Ensure all advocacy and project activities are aligned and directed towards objectives and food policy project - Conduct quality checks for all knowledge and advocacy materials - Facilitate internal and external knowledge management and learning - Coordinate and communicate with coalition and partners via regular meetings and other venues - work across relevant divisions at CISDI that also work on food policies 	<ul style="list-style-type: none"> • The implementation of workplan meet the budgets; • Learning needs are identified and followed with capacity strengthening actions, effective knowledge management and learning across the team • Sound coordination and communication with partners
2. Policy analysis support	<ul style="list-style-type: none"> - Manage and provide strategic directions to the relevant team on food policy processes and regulations - Conduct policy analysis to produce policy recommendations based on evidence 	<ul style="list-style-type: none"> • High quality of reports and papers • High reach and engagement of wider audience
3. Advocacy, mobilisation support, and continuous stakeholder engagement	<ul style="list-style-type: none"> - Establish and maintain good relationships with stakeholders, including with partner organizations (CSOs, academia, international organizations, etc), coalition - Establish and maintain continuous discussion and engagement with relevant 	<ul style="list-style-type: none"> • strengthened coalition and coordinated advocacy actions • Wide engagement with multiple stakeholders, including high level

	<p>policy makers and key policy influencers to push forward relevant policies</p> <ul style="list-style-type: none"> - Adapt the advocacy activities and approaches as needed 	<p>policy makers and key policy influencers</p>
4. Reporting	<ul style="list-style-type: none"> - Monitor and evaluate activities of the project, and adjusting the course as needed - Ensure timely updates and progress reports to partners 	<ul style="list-style-type: none"> • Activities are well monitored, evaluated and documented in timely Quarterly Reports

IV. WORK RELATIONS

	ROLES/TITLES AND NATURE
INTERNAL	<ul style="list-style-type: none"> • Human Resource (HR) – technical discussion and preparations of research such as finding consultants, contracting enumerators, etc.; • Finance and Administration (F&A) – technical discussion and preparations of research as materials procurements, etc.; • Knowledge Management (KM) – technical support for data, information, and report management and usage. • Communication - coordination on campaign, digital initiatives, etc.; • Food policy team, SUN CSA team, and Policy team - alignment and coordination on content and advocacy efforts
EXTERNAL	<ul style="list-style-type: none"> • Consultants – technical assistance for preparation, implementation, and reporting of research, lobby and advocacy, communication; • Coalition members - liaise and coordinate activities • Experts and policy makers – information related to current/historical conditions/policies.

V. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree in law (LL.B) required; a Master's degree in law, public policy, or a related field is preferred.
- Minimum 5–7 years of experience in legal analysis, policy advocacy, or regulatory reform, preferably in civil society engagement, public health, or governance.
- Proven experience in legal research, drafting policy recommendations, and analyzing regulatory frameworks.
- Ability to build coalitions and work collaboratively with civil society organizations, policymakers, and regulatory bodies.
- Experience working on issues related to good governance, or industry interference is highly desirable.
- Strong knowledge of administrative law, governance frameworks, and public policy-making processes.
- Familiarity with legal instruments on transparency, anti-corruption, and industry interference (e.g., UN Convention Against Corruption, WHO Framework Convention on Tobacco Control Article 5.3).
- Experience in designing and implementing legal frameworks for conflict of interest policies, ethics regulations is preferred
- Ability to manage budgets, teams, and coordinate with various stakeholders
- Strong analytical skills to evaluate legal and develop policy recommendations

B. Competencies

- Strong advocacy and interpersonal skills, including ability to navigate and facilitate advocacy and lobby activities in a dynamic environment, as well as integrate innovative initiatives;
- ability to take and receive feedback constructively;
- cross-cultural communication;
- Outstanding working quality and organization;
- Strong leadership skills with the ability to manage a multi-stakeholder project;
- Ability to multitask and adaptive to changes;
- Great initiatives and eagerness to learn new knowledge;
- Excellent writing, oral communication, interpersonal skills, and formal presentation skills in Indonesian and English;
- Capacity to communicate complex legal and policy issues to non-legal audiences.
- Commitment to principles of human rights, democracy, and transparency in governance.