

SCOPE OF WORK	
Position	: Director of Primary Health Care Impact Lab (PHIL)
Department	: Primary Healthcare Impact Lab (PHIL)
Employee Type	: Full Time
Revision Date : 21 January 2026	

I. ROLE OVERVIEW

The Director will lead the start-up and growth of the Primary Healthcare Impact Lab (PHIL). It requires the drive of an entrepreneur, strong business acumen and the attention to detail of a public health and health development researcher. The Director reports directly to the Head of the Steering Committee of PHIL and is accountable to ensure a well-run and comprehensive Primary Healthcare Impact Lab program is delivered. Once established, PHIL will function as a research institute where the Director's responsibilities will include but not limited to, ensuring robust evidence generation, reviewing and renewing public health and school of medicine curricula, guiding multiple collaborators on research for service delivery models, and primary healthcare system for Indonesia. The position is full time, based in Jakarta, with possible frequent commutes to Tegal City, Central Java.

The 7 objectives for this role include:

1. With the founding partners of PHIL, establishing the organizational structure and governance of the PHIL Program to ensure its operational readiness;
2. With support of staff members, preparing and establishing working regulation rules that will serve as the backbone of the PHIL Secretariat
3. Developing an institutional framework for the operation, administration, and reporting of PHIL Secretariat;
4. Designing, establishing agenda of engagements and meetings and obtaining agreement/approval of the Steering Committee on a research agenda which will generate data-based evidence for Research Products;
5. Leading and preparing policy and operational recommendations or service delivery models based on research findings;
6. Overseeing multiple researches that are developing service models and updating the public health as well as the school of medicine curriculum
7. As Director, also functions as Head of Secretariat who will represent, establish and increase the visibility of PHIL at national, regional and global levels.

Overall, this role ensures that PHIL is effectively positioned and supported through purposeful collaboration with diverse experts, academic institutions, governments, communities, and cross-sector partners working on health sector development.

The role is open to all nationalities and the hiring timeframe is immediate.

The background of PHIL and the role's specific responsibilities are described below.

II. BACKGROUND

The Primary Healthcare Impact Lab (PHIL) is the brainchild of CISDI which is a full-service Center of Expertise <https://cisdi.org/en>. CISDI's mission is to drive a systemic, evidence-based transformation of Indonesia's health systems by integrating research, participatory action, policy influence, and partnership.

In July 2025, CISDI entered into a formal partnership with Universitas Harkat Negeri (UHN). The goal is to create the first Primary Healthcare research center serving Indonesia and its corresponding regions. The partnership recently entered into an agreement with the Harvard Medical School - Global Primary Healthcare Program to assist in bringing the partnership's goal into reality.

PHIL has 5 primary objectives:

1. Establish and operate a collaborative learning and research center in primary healthcare
2. Generate evidence and policy recommendations based on Research Products
3. Develop primary healthcare service models and training/curriculum frameworks
4. Implement institutional transfer
5. Position PHIL as a center for public health learning

III. DETAILED ROLE SUMMARY

The Director plays a key role during PHIL's establishment and early operational phases by supporting institutional coordination between CISDI, Universitas Harkat Negeri (UHN) and Harvard Medical School. This includes aligning PHIL's objectives with national academics, health, and community priorities, and helping ensure that governance structures, partnership roles, and coordination mechanisms are clearly defined and functional.

Working closely with national, regional and global experts as well communities and local partners, the Director supports the identification of specific public health needs in different locations throughout Indonesia; where researches done are aimed to identify strengths, and gaps, and facilitates the use of this information to guide PHIL's research, community engagements, and program planning. Research products are targeted to be quickly scalable at national level, while also robust in quality that will enrich and inform other efforts done at regional and global level. The role emphasizes practical, locally relevant approaches that enable communities to engage meaningfully in efforts that influence public knowledge, attitudes, and health-related choices.

At the organizational level, the Director leads PHIL's stakeholder engagement across sectors, including education, healthcare, government, nonprofit, faith-based, and community organizations. The role focuses on establishing, managing, and sustaining strategic partnerships that contribute directly to PHIL's research activities, community advisory processes, and program implementation readiness.

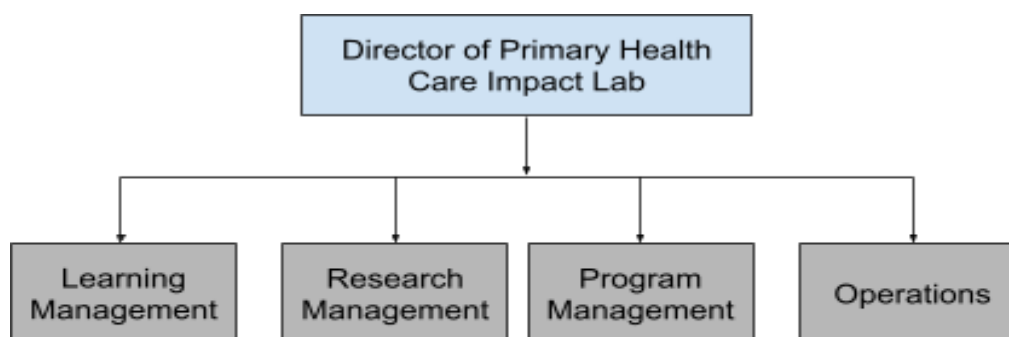
The Director also supports evidence generation and action-oriented research by coordinating partner involvement in field activities, facilitating collaboration between academic and non-academic stakeholders, and ensuring that research processes remain connected to community realities and implementation needs. This includes co-leading the establishment and ongoing engagement of a Community Advisory Board to ensure community perspectives are integrated into PHIL's work.

In addition, the Director coordinates community outreach activities, including PHIL roadshows and stakeholder convenings, to strengthen local engagement, gather feedback, and build shared understanding of PHIL's goals and programs. Insights from these activities are used to inform PHIL's planning and implementation decisions.

Throughout all phases of work, the Director monitors partnership performance and contribution to PHIL's objectives through defined indicators and regular reporting. The role is accountable for ensuring that partnerships are active, aligned, and contributing to PHIL's readiness for program activation and long-term sustainability.

This is a results-oriented leadership role with the ability to operate across institutional, community, and programmatic contexts. Performance is guided by clearly defined key performance indicators. The position reports to the CEO of CISDI and Universitas Harkat Negeri.

IV. HIGH LEVEL ORGANIZATION CHART



V. JOB DESCRIPTION

Responsibility	Activity	Output/Measurement
Lead PHIL institutional establishment and local positioning	<ul style="list-style-type: none"> • Support PHIL establishment phase in Tegal • Coordinate institutional roles with CISDI and UHN • Align PHIL objectives with local health and academic priorities • Support onboarding of core PHIL personnel and partners 	<ul style="list-style-type: none"> • PHIL operational structure in place • Clear role division across CISDI and UHN • Local stakeholder recognition of PHIL
Initiate, build and manage strategic partnerships	<ul style="list-style-type: none"> • Identify and engage priority partners across health and government sectors • Formalize partnerships through MoUs or working agreements • Maintain regular coordination with strategic partners 	Partner involvement in PHIL activities
Oversee and support evidence generation and action-oriented research	<ul style="list-style-type: none"> • Coordinate partner involvement in data collection and field activities • Support alignment between research activities and community needs • Facilitate collaboration between academic, community, and implementation partners 	<ul style="list-style-type: none"> • Partner-supported research activities • Locally relevant evidence produced

Establish and support Community Advisory Board (CAB)	<ul style="list-style-type: none"> • Co-lead establishment of the Community Advisory Board • Identify and engage community representatives and institutions • Define CAB roles and governance mechanisms • Facilitate regular CAB coordination meetings 	Establishing Community Advisory Board (CAB) along with the membership and governance structure
Coordinate community engagement and roadshow activities	<ul style="list-style-type: none"> • Co-lead PHIL roadshows and outreach sessions in Tegal • Coordinate partner and stakeholder participation • Integrate community feedback into PHIL planning 	<ul style="list-style-type: none"> • Roadshow conducted • Participants are accurately recorded
Support program activation and local implementation readiness	<ul style="list-style-type: none"> • Align partners around PHIL program priorities • Support preparation for pilot or early program implementation • Identify implementation risks and mitigation needs 	<ul style="list-style-type: none"> • Develop program implementation readiness indicators • Stakeholder commitment to implementation
Monitor partnership performance and contribution to PHIL goals	<ul style="list-style-type: none"> • Track partner roles and contributions across PHIL phases • Define and monitor partnership KPIs • Report progress to CISDI and UHN leadership 	<ul style="list-style-type: none"> • Periodic partnership progress reports • Evidence of partnership value to PHIL

VI. WORKING RELATIONS

Internal	All CISDI, Universitas Harkat Negeri (UHN), and Harvard Medical School staff involved in PHIL strategy, research, community engagement, and program implementation
External	<ul style="list-style-type: none"> ● Dinkes Kota Tegal ● Dinkes Kabupaten Brebes ● Puskesmas Brebes ● Puskesmas Kota Tegal ● Provincial Government of Central Java ● National, regional, global CSO(s) and NGO(s) working in public health and other development areas

VII. QUALIFICATIONS

Minimum Qualifications

- Minimum of a Master's degree in public policy, public health, medicine, business, nonprofit management, or other related field.
- Minimum of 10 years experience across different leadership positions in a programmatic, research or business roles
- Demonstrated experience managing complex, multi-partner initiatives, including coordination with government, academic, and community actors.
- Strong strategic planning and organizational skills, with the ability to translate objectives into actionable plans and measurable outcomes.
- Proven people management and team leadership experience.
- Experience working with community-based partnerships or collective impact models
- Solid project management background with a record of delivering programs on time and within scope.
- Working knowledge of governance, compliance, and reporting requirements relevant to grant-funded or public-interest programs.
- Ability to engage effectively with diverse stakeholders across sectors and institutional contexts.
- Multilingual with English reading, writing and speaking skills mandatory.

A. Competencies

- Core Competencies
 - Strategic thinking and planning with operations, implementations/delivery capacity
 - Stakeholder and partnership management

- Results orientation and accountability
 - Decision-making and problem solving
 - Leadership and influence across institutions
- Technical Competencies
 - Proven track record in multiple researches in public health, health policy, health system strengthening and overall health sector development
 - Partnership design and governance (MoU/MoA, roles, coordination models)
 - Program and project management (planning, execution, monitoring)
 - Community-based and collective impact approaches
 - Monitoring, evaluation, Learning and impact evaluation knowledge, including performance tracking
 - Understanding of public-interest programs, grants, and compliance requirements
- Behavioral Competencies
 - Strong interpersonal communication and active listening
 - Collaboration across diverse sectors and cultures
 - Integrity, professionalism, and ethical judgment
 - Adaptability in complex and changing environment
 - Confidence working with senior leaders, community actors, and external partners