

SCOPE OF WORK	
Position	: Government Relation
Department	: CEO Office
Employee Type	: Contract
	Revision Date : May 25th 2026

I. CISDI AND OUR CULTURE

CISDI is a full-service Center of Expertise. We work in close collaboration with the government and other partners to support client-owned PHC systems, to ensure robust and public-oriented policies for PHC are set and subsequently implemented. Our mission is to drive a systemic, evidence-based transformation of Indonesia's and other countries' health systems by integrating research, participatory action, policy influence, and partnership.

CISDI is structured into five fully integrated units ranging from advisory and MEL to policy advocacy, knowledge production, behavior change communication, and digital health. During the last 5 years CISDI has nearly tripled in both size and scope. We are positioned to continue this growth trajectory due to increased client requests and expanding into new business sectors. To ensure we operate internally at the high level we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems.

CISDI's corporate culture is our "Super Power". We hire highly intelligent professionals who thrive on challenges and they are given the freedom to express their creativity by solving complex healthcare sectoral issues. Our people thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

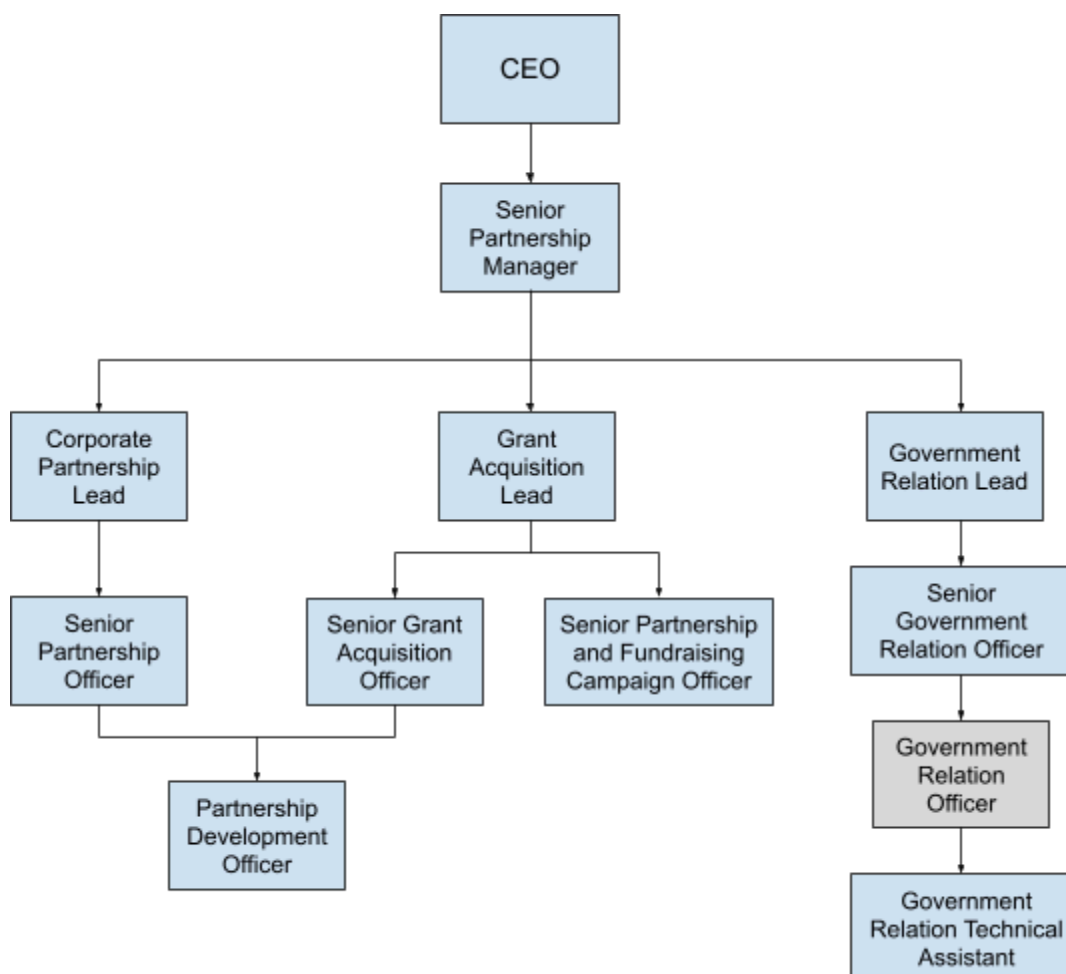
II. SUMMARY OF ROLE

Government Relations Officer serves as the key liaison between CISDI and government stakeholders at both national and subnational levels, ensuring alignment between organizational priorities and public sector agendas. The role focuses on building and maintaining strategic relationships, navigating government structures, and identifying opportunities for collaboration that strengthen program implementation and policy engagement.

The position is responsible for monitoring policy developments, analyzing regulatory landscapes, and translating government priorities into actionable insights for programs and partnerships. By providing timely intelligence, risk assessments, and recommendations, the role supports informed decision-making and enables CISDI to respond effectively to evolving political and policy contexts.

The role also works closely with internal teams to ensure coordinated engagement with government counterparts, supports high-level meetings and strategic discussions, and contributes to documentation, reporting, and compliance processes. Through structured coordination and stakeholder engagement, the position strengthens CISDI's influence, fosters meaningful partnerships with government institutions, and enhances the impact of its initiatives.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Government Policy Monitoring and Strategic Analysis	<ul style="list-style-type: none"> Monitor national and subnational policy developments, leadership changes, and regulatory directions Translate policy directions into program-relevant insights and operational implications 	<ul style="list-style-type: none"> Regular policy briefs and monitoring reports Identified policy opportunities and risks Actionable recommendations informing program and partnership strategies

	<ul style="list-style-type: none"> ● Identify opportunities for engagement in public policy and government initiatives ● Prepare policy analysis reports and recommendations for internal use 	<ul style="list-style-type: none"> ● Timely policy updates integrated into planning
Government Liaison and Strategic Engagement	<ul style="list-style-type: none"> ● Build and manage relationships with government stakeholders at national and subnational levels ● Facilitate high-level and technical meetings with government counterparts ● Act as liaison in sensitive engagements and support negotiation processes ● Support co-creation initiatives and joint activities with government partners 	<ul style="list-style-type: none"> ● Increased number of government stakeholders engaged ● Established formal partnerships (e.g., MoUs, collaboration frameworks) ● Effective and consistent stakeholder engagement
Strategic Advisory and Leadership Support	<ul style="list-style-type: none"> ● Develop scenario planning, talking points, and briefing materials for leadership ● Identify risks and propose mitigation strategies for government engagement ● Provide strategic input for high-level meetings and decision-making processes 	<ul style="list-style-type: none"> ● Prepared briefing notes and strategic documents ● Risk mitigation and engagement strategies ● Effective support to leadership in government engagements
Administrative, Policy, and Compliance Support	<ul style="list-style-type: none"> ● Manage documentation including correspondence, policy archives, and engagement reports ● Support data collection, policy analysis, and stakeholder mapping ● Compile and disseminate reports to internal and external stakeholders ● Develop compliance tools and checklists for government partnerships 	<ul style="list-style-type: none"> ● Organized and up-to-date documentation system ● Timely and accurate reporting outputs ● Compliance and regulatory checklists in place ● Well-documented partnership records

Internal Coordination and Knowledge Management	<ul style="list-style-type: none"> ● Coordinate with internal teams to align government engagement with program needs ● Provide updates on policy changes affecting programs and partnerships ● Document lessons learned and track partnership progress ● Develop government intelligence and knowledge products 	<ul style="list-style-type: none"> ● Strong alignment between government engagement and program implementation ● Regular internal updates and knowledge sharing ● Government intelligence reports ● Documented lessons learned and partnership insights
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V. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> ● Project Leads (e.g., Model of Care, Primary Health Care Program and other) to identify relevant government partners and ensure resource alignment. The Government Relations Officer will work closely with Project Leads (Primary Health Care Program Team, and other), to gain insights into project goals, resource needs, and the specific expertise required for successful implementation. This information is essential for identifying government partners with the necessary capabilities to contribute meaningfully to the project. ● Policy & Advocacy Unit to stay updated on legislative and regulatory developments that may impact CISDI's partnerships or project activities. ● Human Capital to align staffing needs in proposals. ● Finance & Administration to ensure financial compliance in proposals. ● Research & Knowledge Management to leverage data analysis for identifying funding opportunities and impactful partnerships.
External	<ul style="list-style-type: none"> ● National Government Ministries and Agencies ● Subnational Governments (Provincial, District, City) ● Donor Organizations (Bilateral, Multilateral, Philanthropic) ● Development Partners ● Public Sector Institutions

VI. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree in Law, Public Policy, Political Science, International Relations, Communications, Public Health or a related field.

- 3 years of experience in government relations, public affairs, or a related field (NGO experience is a plus).
- Familiarity with local government structures, policies, and legislative processes, particularly in the health or development sectors.
- Experienced in managing relationships with various subnational governments.
- Experience in technical coordination with national government (Ministries and Agencies).
- Ability to travel occasionally for government meetings and events.

B. Competencies

- Core Competencies
 - Strategic Thinking
 - Stakeholder Engagement
 - Government Relations
 - Policy Awareness
 - Partnership Development
- Technical Competencies
 - Policy Analysis
 - Stakeholder Mapping
 - Government Liaison
 - Report Writing
 - Regulatory Compliance
- Behavioral Competencies
 - Diplomatic Approach
 - Communication Skills
 - Relationship Building
 - Problem Solving
 - Adaptability Agility