



SEKRETARIAT JENDERAL
DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA
JLN. JENDRAL GATOT SUBROTO JAKARTA KODE POS 10270
TELP (021) 5715 349 FAX (021) 5715 423/5715 925, WEBSITE : www.dpr.go.id

VACANT POSITION : Specialist for Open Parliament Indonesia

On 29 August 2018, The House of Representatives of the Republic of Indonesia (DPR) has declared its commitment to promote Open Parliament (OPI) in Indonesia through the submission of an independent national action plan on parliamentary openness to the Open Government Partnership (OGP). In ensuring its successful implementation, the Leaders of the DPR established an OPI team with a secretariat as its support unit. This support unit will ensure the smooth functioning of the implementation of the national action plan.

The OPI Support Unit is looking to hire Parliamentary Openness Specialist, who will support cross-sectoral secretariat efforts to strengthen partnership with civil society, provide knowledge resources and technical as well as substantive supports to the DPR/OPI.

He/She will be responsible for coordinating internally with internally with all units in the Secretariat General of the DPR responsible for delivering the outcomes of the action plan and externally with key partners, civil society and other stakeholders who can successfully support the implementation of the national action plan. He/She will support the development of Open Parliament agenda and content and take the responsibility of daily engagement within the OPI Support Unit.

The position will be based on contract until 2019 and renewable.

Duties and Responsibilities

1. Prepare/formulate draft action plan on Open Parliament Indonesia
2. Support the House of Representatives & Open Parliament Indonesia in the implementation of the action plan
3. Engage in day to day basis the operationalization of the Secretariat of Open Parliament Indonesia
4. Coordinate and Liaise with other stakeholders (House of Representatives, Open Parliament Indonesia's team, civil society, Open Government Indonesia, the Government of the Republic of Indonesia, Open Government Partnership, international donors, etc).
5. Provide analysis, draft speech, and other paper as required by the Open Parliament Indonesia/House of Representatives.
6. Prepare draft self assessment report and other ad Hoc reports related to the Open Government Partnership/Open Parliament Indonesia.
7. Manage the online channels of the Open Parliament Indonesia

General requirement :

1. Maximum age is 60 years
2. Good conduct (police clearance)
3. Never be dismissed not with respect from previous employment

4. Physically and mentally healthy and drug-free
5. Not concurrently work for other agency / institution
6. Willing to sign the integrity pact once admitted

Required Skills and Experience

1. Post graduate degree, majoring in international politics/ international development/ international law/ Politics/Governance/or regional studies with GPA minimum 3 (4 scale), **preferably from overseas university;**
2. Strong written and spoken skill in English (with minimum TOEFL score 550 or IELTS Score 6,5)
3. Having few years of experience in related field (e.g. research centre/international institutions/academic institutions) is a must
4. Familiar with reports, papers (briefing/research papers) and other writing documents.
5. Having knowledge on Good Governance, Open Government, Social media, Transparency, IT and openness
6. Knowledge of other foreign language will be an advantage.

Benefits

1. Salary IDR 9,375 million per month (before tax and BPJS);
2. Acces to healthcare facilities.

Please send cover letter and CV to :

Sekretaris Jenderal DPR RI

Gedung Sekretariat Jenderal DPR RI, Jl. Jend. Gatot Suboro, Jakarta

By email to : tu_bksap@dpr.go.id no latter than **13 December 2018**

Only shortlisted candidates will be called for the assesment.