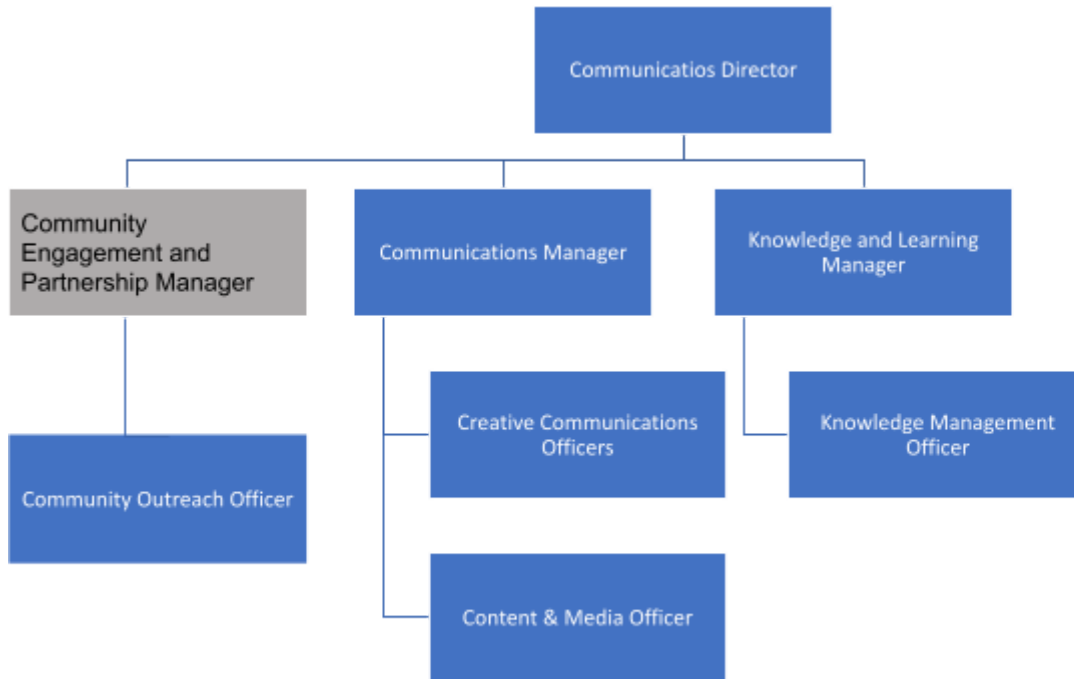


JOB DESCRIPTION
JABATAN : COMMUNITY ENGAGEMENT AND PARTNERSHIP MANAGER
UNIT/DEPARTEMEN : COMMUNICATIONS
EMPLOYMENT TYPE: FULL-TIME

I. **ROLE:** Under the direct supervision of the Communications Director, the Community Engagement and Partnership Manager is responsible for developing, implementing and maintaining strategic relationships with influential partners to build CISDI’s brand and build strong public health focused communities. They also assist select other CISDI’s programs/projects’ various communications activities.

II. ORGANIZATION CHART



III. JOB DESCRIPTION

Main Responsibility	Activities	Output/Measurement
Developing partnership for CISDI branding and community building purposes.	<ul style="list-style-type: none"> ● Developing strategies and processes, as well as initiating, maintaining and enhancing partnership relationships with CSOs, KOL, content creators and communities. ● Build long-term relationships with influential partners and communities. 	<ul style="list-style-type: none"> ● Liaison and regular contact with relevant partners as scheduled and targeted. ● Partnership projects implemented and

	<ul style="list-style-type: none"> ● Lead partnership projects in all the phases: exploration, the proposal writing, negotiation with partners, budget preparation and review of partnership agreements. ● Responsible for partnership related content creation, in coordination with members of the communications team and/or external parties. ● Finding partnership opportunities to showcase CISDI's programs, advocacies and policies. ● Lead organizer of partnership events that could increase CISDI's exposure and positive branding to the general public. ● Lead organizer of community events that could build stronger public health focused communities. 	<p>executed within CISDI's values and standards.</p> <ul style="list-style-type: none"> ● More meaningful and stronger collaborations formed with various stakeholders. ● Liaison and regular contact with relevant partners and communities as scheduled and targeted. ● Meaningful and stronger collaborations formed with partners and communities. ● Updated partners and communities database according CISDI's communications team standard.
<p>Staff leadership and management.</p>	<ul style="list-style-type: none"> ● Lead and supervise the members of the community engagement and partnership team in implementing the partnership strategies and planning accordingly. ● Work with individual team members for the performance planning and evaluation. ● Ensure effective learning and growth process in the team. 	<ul style="list-style-type: none"> ● Regular team meetings and monitoring. ● Annual performance planning, individual development plan and performance review.
<p>Outreach</p>	<ul style="list-style-type: none"> ● Finding and managing speaking opportunities for CISDI's staff on public various events. ● Providing technical and content support for CISDI's speakers when needed. 	<ul style="list-style-type: none"> ● Increased speaking opportunities for CISDI's staff to increase the organisation's brand image, credibility and exposure. ● Increased opportunities for

		<p>CISDI's staff to participate in community activities and build stronger collaborations with public health advocates.</p> <ul style="list-style-type: none"> ● Providing post speaking engagements, analytics and evaluations.
<p>Communications team support</p>	<ul style="list-style-type: none"> ● Support event organization and campaign coordination as needed, ranging from coordinating meetings, sending invitations, preparing events to preparing documents for finance and administration purposes. ● Provide advice on the team on potential partnership opportunities and its strategies. ● Supporting the Communications Manager to review, edit and post content as a back-up. 	<ul style="list-style-type: none"> ● Activities are performed timely and well organized within CISDI's standards and values. ● Activities are well documented within CISDI's standards and values.
<p>Project Support</p>	<ul style="list-style-type: none"> ● Work with project managers/lead and program team to support and provide communications aspects and needs, such as partnership and communications strategy, event support, etc. ● Ensure all communications aspects and output in projects are according to the established standards. ● Assess and evaluate the communication impact in relations to the program targets. 	<ul style="list-style-type: none"> ● Approved communication strategy and schedule within the program planning and implementation ● Communication programs and plans are implemented timely and according to the set standards ● Regular evaluation and report on progress, achievement, and impact of communication in programs

IV. INTERNAL RELATIONS

	ROLE AND PURPOSE OF RELATIONS
INTERNAL	<ul style="list-style-type: none">● Communications Department: Communication production process and coordination● Program and Policy Divisions: Coordination on event and partners' liaison● Knowledge & Learning Department: Registration and storage of learning products● Finance & Administration Department : Budgeting, procurement, event preparations● HRGA Department : Job vacancy publication, event preparations● IT : Publications on CISDI's website
EXTERNAL	<ul style="list-style-type: none">● Partner organizations : Relation building, liaising, coordination, event organising, project implementation and reporting● Vendors or partners : Outsourcing media production, media support, training, etc

V. Qualifications

A. Minimum Qualifications

- Bachelor Degree from Public Health, Communications, Social Sciences, or other relevant fields
- with 5 years-experience preferably in CSO, Partners / Media management, or Communications
- Previous experience and/or being comfortable in conducting public events is imperative
- Self-starter and able to work with minimum supervision

B. Behavior Competency

- Good work organization and quality
- Strong initiative and creativity
- Orientation for problem solving
- Good analytical skill
- Good sense in risk management

C. Technical Competency

- Highly proficient in verbal and written communication
- Public speaking
- Partners's liaison