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Australian Centre for International Agricultural Research

POSITION TITLE: Communications Officer	CLASSIFICATION: n/a	SECTION & UNIT:	DATE: April 2024
LOCATION: Jakarta, Indonesia	REGION: - South-East Asia (Indonesia and Timor-Leste)	REPORTS TO: Country Manager (Indonesia)	EMPLOYMENT TERM: Fixed term to 30 November 2026, with potential extension

ABOUT THE POSITION:

As a member of the Australian Centre for International Agricultural Research (ACIAR) Indonesia office team, the Communications Officer is responsible for the delivery of the ACIAR Indonesia and Timor-Leste communications strategies, and the development of communications products that promote the value and impact of ACIAR-funded research.

The Communications Officer will work with team members and the ACIAR Outreach team in Canberra to coordinate ACIAR's communications activities in the region, build and maintain good relationships with ACIAR's Indonesian stakeholders and engage with local media. The role will also provide communication support to the ACIAR Country Office in Dili, Timor-Leste.

ABOUT ACIAR:

The Australian Centre for International Agricultural Research (ACIAR) is an Australian Government agency, specialising in agricultural research-for-development. ACIAR brokers and funds research partnerships between Australian scientists and their counterparts in developing countries.

ACIAR headquarters are in Canberra, Australia with 11 regional/country offices in the Indo-Pacific and Africa region. The ACIAR Indonesia office is located in Jakarta, Indonesia and the ACIAR Timor-Leste office is located in Dili. The Country Offices are responsible for managing stakeholder relationships to ensure the effective delivery of the ACIAR program in-country. They support partner research institutions to develop, establish and administer activity related to research collaboration and capacity building. The office provides a vital link between Australian and international researchers and the relevant in-country research agencies. This is delivered through liaison, coordination, representation, stakeholder management and administrative activities, including outreach and communication.

Further information is available on our website at www.aciar.gov.au

REGIONAL CONTEXT:

Our support to Indonesia and Timor-Leste focuses on strengthening the agriculture sector and improving livelihoods for smallholders. The program includes research on crops, livestock, forestry, marine fisheries and aquaculture which are critical to help reduce poverty, develop equity across the country and improve food security.

ACIAR is currently funding 21 research for development projects throughout Indonesia. These research efforts focus on developing infrastructure, making agricultural projects more



competitive, developing policy to benefit farmers and commodities, disseminating innovation and technology, rehabilitating peatlands and managing fire, empowering women and girls and adapting to and mitigating the impacts of climate change.

In Timor-Leste, ACIAR is currently funding 6 research for development projects, with a focus on improving aquaculture systems, managing agroforestry, monitoring livestock and cropping systems, and continuing trilateral research collaboration with Indonesia.

SELECTION CRITERIA:

1. Tertiary qualifications in Journalism, Communications, Public Affairs, Social Sciences, International Relations or other discipline closely related to development and/or agriculture related work.
2. Minimum of at least seven years relevant experience working in development communications at a mid to senior level.
3. Highly developed interpersonal communication skills including the ability to effectively liaise with diverse stakeholders including partners, service providers and the wider community. Proficient use of written and verbal English (Level C) is required plus fluency in local language is advantageous.
4. Demonstrated ability to develop content for a range of purposes, including general communication activities such as writing and editing information materials, social media, producing video content, event management, web-content and multimedia material.
5. Demonstrated experience in leading the development, implementation and monitoring of a communication strategy and plan
6. Ability to be both a self-starter and manage work deadlines and priorities autonomously as well as work as part of a team

KEY ACCOUNTABILITIES

Key Result Area	Major Activities
Strategy Development and Implementation	<ul style="list-style-type: none"> • Improve awareness and understanding of ACIAR, its mission and programs in Indonesia, Timor-Leste and across the Indo-Pacific. • Lead the development, implementation and monitoring of a Stakeholder Engagement Plan to support the ACIAR Indonesia and Timor-Leste program, in line with ACIAR’s communications framework. • Develop and produce communication products to showcase ACIAR work and advocate the success of ACIAR-funded research in the development sector, including but not limited to key messages, briefs, regional/country brochures, talking points, success stories, presentations, photos, videos and social media material. • Facilitate effective proper dissemination – at country, regional and global levels – of communication products, including publication on ACIAR or partner web sites and corporate social media channels in line with ACIAR guidelines. • Assist in the identification, communication and promotion



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	<p>of project outcomes for up-scaling.</p> <ul style="list-style-type: none"> • Undertake travel to ACIAR project sites as necessary, and facilitate the collection/production of stories, interviews, photos and videos.
Relationship management	<ul style="list-style-type: none"> • Facilitate local/regional media relations including drafting press releases, media-style briefs, talking points and Q&A; developing and maintaining a network of media contacts in the region; and organising press conferences/briefings as appropriate. • Provide coordination and outreach support for events organised by ACIAR and in which ACIAR is participating. • Support the Indonesia and Timor-Leste Office in managing and maintaining relationships between ACIAR staff (in-country and Canberra), project partners and other stakeholders. • Create and maintain a network of relationships across ACIAR research and government partners across a variety of communications channels.
Support and Supervision	<ul style="list-style-type: none"> • Participate in regular meetings with the Indonesian and Timor-Leste Offices and work-in-progress update meetings with the Outreach Team in Canberra and other in-country communication officers. • Provide communications and events management expertise and operational support to the ACIAR Indonesia and Timor-Leste Office.
Representation	<ul style="list-style-type: none"> • At all times, represent ACIAR in accordance with ACIAR values and in a professional and respectful manner. • With support from the Indonesia and Timor-Leste Country Managers, ensure ACIAR is adequately represented through Australia’s diplomatic presence in the region, working in collaboration with public diplomacy teams at High Commissions and Embassies to ensure ACIAR priorities are well represented on digital channels. Ensure all public documents produced for ACIAR and by local partners and project teams adhere to brand, messaging and style protocols. • As required, represent ACIAR in regional/country forums and meetings and provide advice to the Indonesia and Timor-Leste Country Managers on communication opportunities and risks.

KEY PERFORMANCE INDICATORS

- Stakeholder engagement strategy and workplan (with detailed budget) developed, and implemented.
- Regular content developed for ACIAR digital channels (website and social media).
- Regular engagement with local media and communications team/units of partner organisation in Indonesia to facilitate coverage on projects.
- Effective management and organisation of ACIAR events, and relevant communications material produced.



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- Key messages, brochures and factsheets are developed and updated as required.
- Communication material and content from field visits developed and updated as required.
- Liaise between the Indonesian Country Manager in Jakarta and the Timor-Leste Country Manager in Dili and the Outreach Team in Canberra to foster coordination and alignment of ACIAR's outreach efforts that contribute to ACIAR's regional objectives.

Other Information relevant to this particular position:

- As a member of the Indonesian Country Office, this position will be managed by the Indonesian Country Manager and will work collaboratively with the Timor-Leste Country Manager and Outreach on matters relating to external communication and public-facing initiatives.
- Location - this position may be based at the Australian Embassy in Jakarta, Indonesia.
- Some out of hours work and willingness to travel is required.
- From time to time, the incumbent may be asked to assist with administrative and other tasks to support an ACIAR activity.
- An offer to this role is subject to a satisfactory Criminal Record Check – this may include a requirement to provide an appropriate international police clearance if you have lived in a country / countries outside of your home country for a period of more than 12 months in the last five (5) years.