

# Position Advertisement

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## Project Assistant (Indonesia)

- Full time (Fixed term contract) 4-5 years
- Global One Health epidemiology consulting company
- USAID-funded project
- Indonesian national
- Position based in Jakarta
- Excellent English and Bahasa Indonesia communication (written and spoken)
- Excellent organisational and administrative skills
- Salary based on skills and experience
- Experience working with public and private sector in the livestock health sector is desirable

We are looking for an organised, experienced Project Assistant based in Indonesia to take on a key support role in the implementation of a complex health project in the country. The position will be based in Jakarta and you will need to work flexibly and creatively with an international team across several time zones. You will already have several years' prior experience working in a support role with an international project. You will already have some experience in public and/or private livestock health sector.

The National Project Lead will lead the national implementation of new 5-year disease risk mitigation program supported by the Technical Support Officer and the Project Assistant. The project will be using a systems approach to increase the capacity of government, agribusinesses, and farmers to prevent, identify and respond to disease threats. Data collection, analysis, and application will be at the heart of our component of this project which will strengthen current systems and enable farmers, governments, service providers, and others to better predict, identify, track, and mitigate farm-based disease and other health related issues.

If you think you have the necessary qualities and abilities outlined in the job description, can demonstrate your suitability, AND want to make important contributions to public, animal and environmental health in Indonesia then we really want to hear from you.

For more information, contact us: [recruitment@ausvet.eu](mailto:recruitment@ausvet.eu)

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## Job Description

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### Project Assistant (Indonesia)

**Full-time. Fixed-term employment contract for 4 to 5 years**

We are currently seeking an outstanding candidate to join our growing team for a key project implementation position in a new and exciting 4- to 5-year project spanning several countries. This project commenced in March 2021 and is in early establishment phase. The successful candidate will support the national team in driving all in-country activities.

### About Ausvet

[Ausvet](#) is a private epidemiology consulting company headquartered in Australia but with offices in Canberra, Fremantle and Lyon, France.

Established for over 22 years, the Ausvet team has a passion for complex epidemiological challenges, finding innovative solutions and supporting improved health outcomes in LMICs. We work around the globe on enormously varied projects, seeking to improve the health and wellbeing of humans, terrestrial and aquatic animals, and plants, using applied epidemiology combined with complementary disciplines. Our projects include:

- epidemiological data analysis
- disease control and eradication program design, implementation, and evaluation
- animal health policy review and analysis
- epidemiological information system design and implementation
- biosecurity system design
- disease surveillance
- training
- outbreak investigation and response
- design and analysis of trials
- risk analysis
- applied and methodological research
- and much more.

Ausvet has a long history of providing a range of capacity building services to the Government of Indonesia and since 2012 the company has been involved in the design, development and implementation of the country's integrated national animal health and production system, iSIKHNAS.

### The position

We are seeking an experienced person to fill a new full-time Project Assistant position based in Jakarta, Indonesia. The project's goals are to develop sustainable market-driven approaches to address livestock value-chain risks of antimicrobial resistance (AMR), transboundary animal diseases (TADs) and zoonoses, through the implementation of integrated people-centred information systems for animal health and production. The project will be researching ways that improved access to useful data to relevant stakeholders can improve health outcomes.



Working in collaboration with Ausvet project teams in France and Australia, the Project Assistant will support the National Project Lead and the Technical Support Officer to establish and run the project office, drive the project activities in-country, support research, ensure strong stakeholder liaison and communication and develop partnerships with the public and private sectors throughout the life of the project in Indonesia

### **The successful applicant will benefit from:**

- the stimulation of working with a team of talented, experienced, rigorous and questioning colleagues
- a flexible working environment that respects the individual and their role in the team, and thrives on diversity
- support from in-country partners

### **Position Tasks & Responsibilities**

Duties may include, but are not limited to:

- setting up meetings with key stakeholders, and taking minutes
- maintaining excellent records and information management systems for the project
- bookkeeping
- office management
- organising events, workshops and meetings
- assisting with project reporting obligations
- liaison between project partners
- research for local information
- ensuring careful use of project resources
- supporting the development of high-quality communication tools
- supporting project activities in the field
- supporting project staff and visiting consultants
- supporting compliance activities
- maintaining close liaison with project management teams in France and Australia.

### **Qualifications, experience and personal attributes**

#### **Essential**

##### **Professional experience**

- Experience working with Government agencies
- Good experience in establishing administrative systems and office procedures – accounting, managing correspondence, supporting budget planning
- Good experience in working in development, animal production, or health-related project(s) with an international organization for example FAO, OIE, USAID, WHO, etc.

##### **Skills**

- Strong IT or office management skills, and organisational skills



- Excellent command of spoken and written English, and demonstrated ability to support the preparation of high-quality written communications, including project reports, policy documents and scientific papers in English
- Excellent communication and network and relationship building skills
- Able to communicate effectively using a variety of digital tools (video-conferencing, phone, WhatsApp, etc)
- Demonstrated ability to collaborate effectively in small and large teams both remotely and in person
- Demonstrated ability to adapt to change effectively and to adopt new tools, methods and technologies efficiently.
- A good understanding of animal health issues

### Desirable

- Good understanding of animal and food production systems in the country
- Experience in or understanding of several of the following
  - Stakeholder identification and needs analysis
  - Market-driven approaches for sustainable development
  - Livestock value chains in SE Asia
  - Livestock disease surveillance and control, research and diagnostic in animal diseases
  - The use of information systems to support value-chain players
  - One or more of the following production systems – poultry, swine/pork, aquaculture (shrimp).
  - Intensive and smallholder livestock production systems
  - Development project monitoring, evaluation and learning frameworks
  - Social and economic field research methods

### Attributes

- Indonesian national
- Flexibility to participate remotely in meetings held in different time zones (Australia, USA, France)
- Can-do, positive problem-solving attitude
- Creative flair
- Good instincts for efficient, pragmatic approaches to problem solving
- A passion for using your skills and abilities to change the world
- Mental agility allowing you to engage with a variety of different tasks at the same time
- When required, have an ability to work to tight deadlines, be disciplined and output-focused
- The ability to take the initiative, and seek practical, effective solutions to challenging problems
- A desire to learn new skills and deepen insights

### Applications

The position is open until we find a suitable candidate. We recommend you apply as soon as possible. Applications should include:



- A brief covering letter explaining your motivations and demonstrating how you have the skills, qualifications, and attributes mentioned above
- A detailed and professional curriculum vitae
- Salary expectations and a realistic, indicative date when you might be available to start.
- Short-listed candidates will be required to supply the names and contact details of at least 2 referees who can attest to their recent performance in a professional setting.
- Please send your application to: [recruitment@ausvet.eu](mailto:recruitment@ausvet.eu)

### **COVID-19 considerations**

We work collaboratively, use communication tools to their fullest and maintain close contact with all our consultants, collaborators and partners even while we work remotely. Due to the current situation in France and partner countries, we anticipate that much of the recruitment process will be conducted remotely.