

**Position Description for Head of Indonesia Programs  
Campaign for Tobacco-Free Kids  
Washington, D.C.**

The Head of Indonesia Programs will act as the coordinator for CTFK's activities in Indonesia, managing CTFK's staff and programs focused on Indonesia and serving as primary liaison with Indonesian NGOs and government actors. S/he will help facilitate development of advocacy strategy in Indonesia in support of tobacco control policy change. S/he will have a strong working knowledge of Indonesian political systems, process and players. S/he will lead efforts to identify opportunities to support Indonesian tobacco control advocates working on campaigns which will change government policy. S/he will coordinate legal, media, research, and grant activities in Indonesia in collaboration with CTFK staff, NGOs, government actors, and partners in the Bloomberg Initiative, and others. S/he will work with in-country entities to develop advocacy and capacity grants proposals and to assure that these grants are used in effective advocacy. S/he will be based in Washington, DC.

**RESPONSIBILITIES:**

- Support strategic planning with Indonesian advocates to promote policy change
- Help identify and develop organizations that can play important roles in tobacco control advocacy in Indonesia
- Coordinate or supervise CTFK staff and consultants working in Indonesia to provide focused strategic, communications, legal, and research support
- Lead the CTFK internal Indonesia team: oversee budget, oversee internal and external reporting
- Identify and work with potential grantees to develop meaningful grant proposals that will assure effective advocacy on the ground; work with grantees to assure successful execution of grant projects and advocacy campaigns
- Support the development and implementation of advocacy-oriented media strategies
- Work collaboratively with partners in the Bloomberg Initiative

**REQUIRED SKILLS AND ATTRIBUTES:**

- A minimum of 7 years relevant, in-country experience
- Excellent analytical, writing and public speaking skills
- Demonstrated excellence in communication and in working with peoples from diverse cultures and countries
- Excellent organizational skills; ability to balance and prioritize multiple assignments in a fast-paced, changing environment
- Proficiency in written and spoken Bahasa Indonesia and English
- Proven track-record of in-country work, preferably in advocacy and policy change

Send resume and cover letter to [LWest@tobaccofreekids.org](mailto:LWest@tobaccofreekids.org), subject line: Head of Indonesia Programs.

*Based in Washington, DC, the Campaign for Tobacco-Free Kids is a leader in the fight to reduce tobacco use and its devastating consequences in the United States and around the world. As part of the Bloomberg Initiative to Reduce Tobacco Use, the Campaign works with governments and non-governmental organizations in promoting and implementing public policies to reduce tobacco use. Visit [www.tobaccofreecenter.org](http://www.tobaccofreecenter.org).*