# Job description: Regional Co-ordinator – Criminal Justice Reform in Southeast Asia Project

**Reports to:** IDPC Regional Director: Asia

**Purpose:** To lead on the overall implementation and coordination of the “Criminal Justice Reform in Southeast Asia” project, working closely with country partners to increase the engagement of legal experts, legal service providers, media professionals, and people who use drugs in advocating for drug policies grounded in principles of harm reduction, social justice and human rights.

**Location:** Remote working, preferably based in a project country (Thailand and Indonesia) or a priority country involved in regional activities (Myanmar, Malaysia and the Philippines).

**Remuneration:** USD1,000 per month on a part-time basis (equivalent to 10 days per month).

**Contract:** 12 month contract, with 3 months probationary period. Preferably starting in March 2023, with the possibility of extension.

**Responsibilities:**

1. ***Coordinate communications and learning exchanges between project partners***
2. Institute regular exchanges with IDPC staff and project partners to monitor implementation of activities in accordance with the agreed work plan and budget, including check-in calls, online meeings and learning exchange events between project partners from Thailand and Indonesia, as well as stakeholders in the Malaysia, Myanmar and the Philippines.
3. Provide guidance and advice to project partners to assist with their timely and sucessful completion of all project deliverables.
4. ***Implementation of regional project activities: media engagement and communications campaigns***
5. Lead on the implementation of agreed regional-level media and communications activities in the IDPC workplan, in collaboration and consultation with IDPC secretariat staff and project partners, to ensure timely completion of workplan and reporting deliverables.
6. Conduct outreach amongst, and liaise with and engage, media professionals on harm reduction and drug policy issues in Southeast Asia, to promote reporting in alignment with principles of human rights.
7. Organise in-person regional training for media professionals on harm reduction and drug policy reform, including the collation and review of training materials, in coordination with country partners.
8. Implement regional online communications campaigns to increase attention to the need for harm reduction approaches to drug use and dependence, and drug policy reform, in coordination with country partners.
9. ***Timely quarterly reporting & project administration***
10. Prepare summary reports of discussions during meetings on learning exchanges check-ins amongst project partners, and planning for delivery of workplan activities.
11. Gather and collate updates from IDPC secretariat staff and country project partners on project implementation for the preparation of narrative reports on a quarterly basis, in consultation with project partners and the Monitoring, Evaluation and Learning Officer and in accordance with donor requirements.

**Qualifications and Experience:**

1. Post-graduate qualifications, or 3+ years experience, relevant to project management, media engagement, communications, harm reduction and drug policy advocacy, or related specialisations.
2. Strong understanding and experience of media reporting, communications campaigns, and advocacy for harm reduction and decriminalisation as it relates to drug policy in Southeast Asia.
3. Experience in designing and coordinating the implementation of regional activities and programmes, in close collaboration with project partners and relevant stakeholders.
4. Experience in engaging media and carrying out online communications campaigns in Southeast Asia.
5. Experience in preparing regular project progress reports to donors.

**Skills:**

1. Excellent interpersonal and communications skills, especially in developing and sustaining productive relationships with a wide range of stakeholders across different cultural and country contexts in Southeast Asia
2. Demonstrable experience and/or interest of issues relating to human rights, legal rights, harm reduction and drug policy reform in Southeast Asia.
3. Excellent speaking and writing capabilities in English, and preferably one other language primarily used in one of the project countries (Thailand and Indonesia).
4. Physically based in one of the project countries (Thailand and Indonesia) or one of the partner countries at regional level (Malaysia, Myanmar and the Philippines).