



SIAP SIAGA

Kemitraan Indonesia Australia
untuk Kesiapsiagaan Bencana

Terms of Reference

Position Title:	<i>Provincial Communication and Public Information Officer</i>		
Position Type:	<i>Short-Term Adviser (STA)</i>	Location:	<i>Mataram, NTB</i>
Duration:	<i>Up to 60 days input (October – December 2026)</i>		
Reporting To:	<i>Communication and Public Information Lead</i>		

Program Overview:

The Australia-Indonesia Partnership in Disaster Risk Management (SIAP SIAGA) is a seven-year program that commenced in late 2019, funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and implemented in cooperation with the Government of Indonesia (GoI). SIAP SIAGA aims at improving Indonesia's ability to prevent, prepare for, respond to and recover from disasters and strengthen cooperation between Australia and Indonesia in humanitarian issues in the region. SIAP SIAGA is implemented at the national and sub-national levels through collaboration with the National Disaster Management Authority (BNPB), the Ministry of Home Affairs, the National Development Planning Agency (BAPPENAS), the Ministry of Foreign Affairs, the Local Disaster Management Agencies (BPBD) and other national and local government institutions, civil society organisations and academia.

SIAP SIAGA is focused on achieving four end of program outcomes (EOPOs):

- **EOPO 1:** GoI's disaster risk reduction systems are strengthened, resulting in better domestic leadership of disaster management.
- **EOPO 2:** Target provinces, districts and villages are better able to prepare for, adapt, prevent, respond to and recover from disasters.
- **EOPO 3:** Strengthened cooperation between Australia and Indonesia on disaster risk management and preparedness regionally.
- **EOPO 4:** Strengthened learning, innovation, cooperation and inclusion for disaster management.

It is progressing towards these outcomes by focusing on eight priority programs of the GoI: (1) enhancement of disaster management systems; (2) enhancement of disaster management strategy; (3) mapping and evaluation of disaster risks; (4) enhancement of data service, information management, and communication in disaster management; (5) enhancement and development of policies and regulations for disaster preparedness; (6) increasing the quality of disaster emergency management; (7) enhancement of the quality of post disaster policy; and (8) increasing local capacity of disaster management logistics and equipment.

To strengthen the disaster management system, SIAP SIAGA provides strategic technical advice to align national and local policies with international commitments. This effort focuses on embedding gender mainstreaming, institutionalizing disability inclusion, and supporting climate change adaptation across disaster risk reduction, preparedness, response, and recovery processes, through collaboration with national and local partners.

At the sub-national level, SIAP SIAGA works with four provinces in Indonesia: East Java, Bali, West Nusa Tenggara, and East Nusa Tenggara. It also promotes disaster management initiatives and innovations through its outreach program to up to six other provinces.

Purpose of the Position:

The Provincial-based Communication and Public Information Officer will work under the technical guidance from the Communication and Public Information Unit. This role supports and facilitates SIAP

SIAGA Program activities and initiatives at the provincial level. The officer will assist in implementing the Communication and Public Diplomacy Strategy, which aims to effectively disseminate the achievements of SIAP SIAGA to raise awareness, and stronger understanding of Disaster Risk Reduction. This includes systematically collecting, organising, and managing public information dissemination efforts. The consultant may also engage with internal and external stakeholders, including mass media outlets. The incumbent will report directly to the Lead for Communications and Public Information.

Role and Responsibilities

The primary duties of this role include, but are not limited to, the following:

- Assisting in systematically collecting, organising, and disseminating information and knowledge through various tools and channels.
- Managing media relations, which includes handling press releases, responding to media inquiries, and coordinating related activities.
- Supporting the scheduling and preparation for the production of communications and product knowledge by collaborating closely with different internal teams to gather content and information.
- Overseeing the planning, preparation, coordination, and execution of public information initiatives at the provincial level, including various knowledge-sharing events and media briefings.
- Managing the administrative and operational procedures related to communication and public information efforts.
- Ensuring all deliverables are completed responsibly and following DFAT's public diplomacy guidelines.
- Performing additional tasks and responsibilities as needed.

Duration and location:

The positions available are for a short-term consultancy lasting up to 60 days. The commencement months are October to December 2026, with the possibility of extension based on performance and program needs.

Job Requirements

- The work setting includes rare encounters with unpleasant factors and limited physical effort and/or strain.
- The job may require extended and adjustable hours when required. Travel is based on necessity.

Qualifications, Experience and Personal Attributes:

Education:

Bachelor's degree in related field (Mass Communication, Journalism, Public Information, Public Relations, or similar).

Skill and Experience:

- A minimum of 5 years of experience with a proven track record in related fields, particularly in international development programs (preferably DFAT-funded), journalism, and knowledge management.
- Proficient in both verbal and written communication skills in English and Bahasa Indonesia.
- Experience or skill in writing stories, especially on issues related to disaster management.
- Experience in producing various communication and knowledge products, is a plus
- Ability to work collaboratively and effectively as part of a large team in a supportive role.
- Flexibility, creativity, and the ability to maintain a fast-paced and demanding work environment.
- A strong media network is an advantage.

How to Apply

Please submit

A combined 1 (one) pdf file consists of your CV and a cover letter addressing the Selection Criteria.

Company Overview

About Palladium - Palladium is a global leader in the design, development and delivery of Positive Impact – the intentional creation of enduring social and economic value. We work with governments, businesses, and investors to solve the world's most pressing challenges. With a team of more than 3,000 employees operating in 90 plus countries and a global network of over 35,000 experts, we help improve economies, societies and, most importantly, people's lives.

Equity, Diversity & Inclusion - Palladium is committed to embedding equity, diversity, and inclusion into everything we do. We welcome applications from all sections of society and actively encourage diversity to drive innovation, creativity, success and good practice. We positively welcome and seek to ensure we achieve diversity in our workforce; and that all job applicants and employees receive equal and fair treatment regardless of their background or personal characteristics. These include: (but are not limited to) socio-economic background, age, race, gender identity and expression, religion, ethnicity, sexual orientation, disability, nationality, veteran, marital or Indigenous status.

Should you require any adjustments or accommodations to be made due to a disability, or you are a neurodivergent individual or for any other circumstance, please email our team at accessibility@thepalladiumgroup.com and we will be in touch to discuss.

Safeguarding - We define Safeguarding as “the preventative action taken by Palladium to protect our people, clients and the communities we work with from harm”. We are committed to ensuring that all children and adults who come into contact with Palladium are treated with respect and are free from abuse. All successful candidates will be subject to an enhanced selection process including safeguarding-focused interviews and a rigorous due diligence process.