

Position	:	Project Coordinator
Project	:	FHI/GHS – EMCE Technical Products Development and Utilization
Duration	:	End of February – Mid-September 2026
Reporting line	:	FHI/GHS Project Lead
Level of effort	:	Full-time (100%)

1. **Background**

Yayasan Jalin Komunikasi Indonesia (Jalin Foundation) is a local non-profit organization committed to improving the quality of life of people in Indonesia by empowering communities at all levels through Social and Behavior Change (SBC). Jalin Foundation has established the capacity to address public health issues and promote healthy lifestyles through evidence-based interventions, strong partnerships, and a multidisciplinary approach. The organization currently manages several funded public health projects, including the FHI/Global Health Security (GHS) project, which focuses on preventing, detecting, and responding to public health threats before they escalate into large-scale outbreaks.

Indonesia faces ongoing risks from zoonotic diseases with pandemic potential, where health threats can emerge at the interface between humans, animals, and the environment. These health events may include unusual clusters of illness, unexplained deaths, or abnormal health events in humans or animals that require early detection, rapid information sharing, and coordinated response. In the context of Global Health Security (GHS), delays in recognizing signals, reporting information, or acting on early warnings can significantly increase the risk of transmission and public impact, underscoring the importance of timely communication, coordination, and behavior-informed action.

The FHI/GHS project is implemented at the national level and in selected sub-national locations, including Serang (Banten Province), Bandung and West Bandung (West Java Province), and Surabaya (East Java Province). The project supports national and local stakeholders to strengthen preparedness and response through improved risk communication and community engagement (RCCE) and the development and use of EMCE (Emergency Management and Community Engagement) communication materials.

The project aligns with the 7-1-7 framework (<https://shorturl.at/RiyjE>) which emphasizes:

- Detection within 7 days of a health event emerging,
- Notification within 1 day to the appropriate authorities, and
- Response within 7 days to reduce transmission and impact.

Effective implementation of this framework depends not only on technical systems but also on strong coordination, timely decision-making, and the application of Social and Behavior Change (SBC) principles. The Project Coordinator plays a central role in ensuring activities are well planned, stakeholders are aligned, timelines are met, and project deliverables are of high quality and fit for purpose.

2. **Objectives of the Assignment**

The Project Coordinator will:

- Support effective planning and implementation of project activities aligned with the 7-1-7 framework.
- Ensure strong coordination across national and sub-national stakeholders.
- Track progress against agreed-upon work plans and timelines.
- Ensure the quality, consistency, and timely delivery of project products and deliverables.
- Apply SBC principles to guide implementation decisions and support technical quality.

3. **Scope of Responsibilities**

- a. Support the development and regular updating of project workplans and activity schedules and coordinate the implementation of activities at national and sub-national levels, including meetings, FGDs, EMCE development, pre-testing, and orientations. Ensure that all activities are implemented as planned and remain aligned with project objectives, the 7-1-7 detection, notification, and response framework, and SBC priorities.
- b. Serve as the primary point of contact for day-to-day coordination, working closely with government counterparts, RCCE working groups, partners, and Jalin's team members at the national and subnational levels. Support the preparation, facilitation, and follow-up of coordination meetings, and ensure clear communication, alignment of roles, and timely follow-up on agreed actions related to detection, notification, and response activities.
- c. Track implementation progress against agreed workplans, timelines, and milestones, and identify potential delays or risks early. Maintain clear records of decisions, action points, and follow-up tasks, and coordinate inputs for internal updates and required reporting to ensure activities remain on schedule.
- d. Oversee the quality of EMCE materials, module orientations, and related deliverables to ensure they are accurate, clear, audience-appropriate, and aligned with SBC principles, the 7-1-7 framework, and project objectives. Coordinate reviews and revisions with technical staff and partners and ensure feedback from pre-testing and stakeholders is incorporated into final outputs.
- e. Apply strong knowledge of Social and Behavior Change (SBC) to guide implementation decisions and coordination. Ensure that project activities and deliverables address key behavioral and system-level barriers to detection, notification, and response, and that qualitative insights are consistently reflected across planning, implementation, and final products.

4. **Key Deliverables**

- Updated and coordinated project workplans and implementation schedules.
- Well-organized and timely implementation of project activities across all locations.
- High-quality EMCE-related products and orientation materials that meet agreed standards.
- Clear documentation supporting project reporting and learning.

5. **Reporting and Supervision**

The Project Coordinator will report to the FHI/GHS Project Lead and work closely with the Executive Director, the Senior Program Manager, the Communications Lead Officer, the Communication Specialist, the M&E Officer, and other project team members.

6. **Period of Performance**

The assignment will run from the end of February 2026 to mid-September 2026, aligned with the overall project implementation timeline.

7. **Qualifications**

The Communication Specialist should have the following qualifications:

- A university degree in public health, communication, social sciences, or a related field.
- At least 5 years of experience developing communication materials for public health or development programs.
- Strong understanding and practical experience in applying Social and Behavior Change (SBC) approaches.
- Experience translating qualitative research findings into clear communication concepts and key messages.
- Familiarity with risk communication, RCCE, or health emergency contexts is an advantage.
- Ability to develop clear guidance or orientation materials for non-technical audiences.
- Strong coordination skills and experience working with multi-disciplinary teams and government or institutional partners.
- Good written and verbal communication skills in Bahasa Indonesia and English.

Interested candidates may submit current resume and cover letter (no more than 4 pages) to:
info@jalinfoundation.or.id by **Sunday – February 08, 2026** No later than **17:00 WIB**

Please notify the position applied in the subject line.

(Only short-listed candidates will be notified)

Jalin Foundation is committed to safeguarding the interests, rights, and well-being of children and young people with whom it is in contact and to conducting its programs and operations in a manner that is safe for children and young people.
Jalin Foundation is also committed to promoting Gender Equality, Disability Rights, and Social Inclusion