Job description: West Papua trainee

1. Main Purpose of the placement
The main purposes of the placement are, in accordance with TAPOL’s working philosophy, for TAPOL to provide in-house training and work experience to the trainee in international human rights advocacy. The trainee will get the opportunity to contribute to TAPOL’s project work and advocacy on West Papua, as well as assisting with our news translation desk and some administrative tasks.

Working philosophy:

TAPOL’s strength lies in its established track record as a successful organisation with the core purposes of promoting human rights, peace and democracy in Indonesia. TAPOL is committed to developing a high level of cohesion among its staff and between the staff and the management committee, based on mutual respect, trust, regular contact and an approach to communication which values openness and an ability to listen. A clear understanding of and personal commitment to the organisation’s core purposes and its more specific strategic objectives are essential for all staff members and members of the management committee. TAPOL strives to adopt the same working approach to its relationships with all partner organisations.

2. Position in organisation
The trainee will be managed by and report to TAPOL’s Coordinator.

3. Duties and Key Responsibilities
- To contribute to TAPOL’s project work on West Papua and other issues, with a particular focus on TAPOL’s Papuans Behind Bars project.
- Supporting the TAPOL Campaigner in maintaining the Papuans Behind Bars database, producing monthly factsheets, undertaking responsive advocacy on prisoner-related issues, and translating project materials.
- Advocacy tasks including: research; writing and contributing to articles, reports, and briefings; attending meetings and public events; and raising the profile of TAPOL and its output through social media.
- Undertaking translation and interpretation work as required.
- Assisting with administrative tasks.
4. General tasks

The trainee is expected to:

- provide timely written reports on meetings attended, activities undertaken, contacts made etc;
- keep a proper record of all expenses incurred and other financial transactions in accordance with TAPOL’s financial and petty cash policies;
- attend regular project, organisational and management committee meetings.

5. Knowledge, competency and skills

Essential

- Fluency in written and spoken Bahasa Indonesia
- Good English-language skills
- Sound knowledge of issues relating to human rights in West Papua
- Good research skills
- Excellent writing skills in a variety of formats
- Good interpersonal and intercultural communication skills with ability to network within a variety of settings
- Experienced user of computer software including Microsoft Word and Excel
- Happy working as part of a small team

Desirable

- Existing relationships/contacts with relevant human rights organisations and NGOs, Indonesian civil society networks, policymakers, funders, journalists etc
- Familiarity with social networking sites and the use of new media for internet advocacy

6. Terms of employment

This is a part-time position at 21 hours per week. There are no fixed hours of work and a degree of flexibility will be required, with occasional out-of-office hours and weekend work. Time off in lieu for time worked in excess of normal hours will be permitted.

Allowance: £600 per month