

Job description: Regional Co-ordinator - INSPIRE Project

Reports to: IDPC Regional Director: Asia

Purpose: To lead the implementation of IDPC activities and coordinate regional level exchanges and reporting by country project partners under the regional INSPIRE project supporting the empowerment of women, including transgender women, and young 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, Cambodia, Indonesia, Malaysia and the Philippines).

Type of contract: 12 month contract on a part-time basis (equivalent to 4 days per month), with 3 months probationary period. Preferably starting in May 2022, and may be renewable until 31 January 2024.

Responsibilities:

1. Facilitate communication and learning exchanges between project partners

- a. Set up regular learning exchanges between country project partners from Cambodia, Thailand, Malaysia, Indonesia and the Philippines, and bi-monthly check-in calls with country project partners to monitor implementation of activities according to the agreed work plan and budget.
- b. Liaise with the donor, IDPC secretariat staff and other project partners to ensure timely completion of agreed project deliverables.
- c. Provide guidance and advice to IDPC and country project partners to support successful completion of regional and country-specific project activities.

2. Implementation of regional project activities: advocacy, capacity-building, communications campaigns, self-care and end-of-project evaluation

- a. Lead on delivery of agreed activities in the IDPC workplan, in collaboration and consultation with IDPC secretariat staff and project partners, including in-person and online regional workshops on advocacy.

3. Timely completion of administrative tasks: reporting

- a. Prepare summary reports of discussions during meetings on learning exchanges and planning for delivery of workplan activities.

- b. Gather and collate updates from country project partners on their project implementation for submission on a quarterly basis, in collaboration with IDPC secretariat and country project partners.
- c. Prepare project narrative reports in collaboration with partners, and ensure timely submission of project reports every 6 months.