



**KOMISI NASIONAL HAK ASASI MANUSIA  
REPUBLIK INDONESIA**

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**SURAT PENGUMUMAN**

**NOMOR: 006 / Peng-0.0.3 / VIII /2019**

**TENTANG**

**LOWONGAN PENERIMAAN ADMINISTRATIF STAFF DAN MONITORING DAN  
EVALUATION STAFF UNTUK PROGRAM MEKANISME NASIONAL ANTI PENYIKSAAN  
KERJA SAMA KOMISI NASIONAL HAK ASASI MANUSIA DAN UNI EROPA**

Sehubungan dengan pelaksanaan Kegiatan *Strengthening the Roles of the Indonesian National Human Rights Commission (Komnas HAM) and 4 National Institutions (Komnas Perempuan, KPAI, LPSK, and Ombudsman) in Establishing National Preventive Mechanism for the Prevention of Torture in Indonesia*, kerja sama Komnas HAM dan Uni Eropa, dengan ini membuka kesempatan bagi warga negara Indonesia untuk mendaftar sebagai Staff Administrative (1 orang) dan Staff Monitoring dan Evaluasi (1 orang) dengan lokasi di Jakarta.

**A. Kualifikasi Pelamar (terlampir)**

**B. Proses dan Prosedur Lamaran**

1. Surat lamaran diketik dan mencantumkan alamat pelamar beserta nomor telepon dan email yang bisa dihubungi
2. Fotocopy ijazah pendidikan yang dilegalisir oleh Pejabat yang berwenang
3. Fotocopy / scanned kartu identitas diri (KTP/Paspor)
4. Satu buah surat rekomendasi
5. Pas foto berwarna ukuran 4X6 sebanyak 1 buah
6. Berkas alamat dapat via email ke :

Alamat email: [kerjasamapencegahanpenyiksaan@gmail.com](mailto:kerjasamapencegahanpenyiksaan@gmail.com)

**C. Lain-lain**

1. Pengumuman ini berlaku sejak tanggal 19 Agustus 2019 s.d 26 Agustus 2019. Surat lamaran diterima paling lambat 26 Agustus 2019 jam 16.00 WIB
2. Pengumuman hasil seleksi administrasi dan panggilan wawancara akan diumumkan di website Komnas HAM.

Dikeluarkan di Jakarta pada tanggal 19 Agustus 2019  
Sekretaris Jenderal Komnas HAM



Dr. Tasdiyanto, SP, M.Si  
NIP. 19720720199631001

**THE INDONESIAN NATIONAL HUMAN RIGHTS COMMISSION**  
**(KOMNAH HAM)**

***Strengthening the Roles of the Indonesian National Human Rights Commission (Komnas HAM) and 4  
National Institutions (Komnas Perempuan, KPAI, LPSK, and Ombudsman) in Establishing  
National Preventive Mechanism for the Prevention of Torture in Indonesia,***

**Recruitment for Positions**  
**Closing date: 26 August 2019**

**Background**

National human rights institutions (NHRIs) are official, independent State institutions established by law to promote and protect human rights. Some NHRIs are established under the constitution of their country. Others are established by an act of legislature (the parliament). They have broad mandates for the promotion and protection of human rights. The establishing laws give the institutions certain functions and should provide them with the powers necessary to perform those functions. In all cases NHRIs have functions of researching, advising and educating on human rights and to seek to resolve complaints of violation.

The ratification of Convention against Torture (Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment) through Law No. 5 of 1998 is expected to continue to reduce the number of complaints about cases of torture. This amount is and addition to the cases of arrest and/or detention not in accordance with acceptable procedures and arrest and/or detention with violence. The cases indicate a continuation of a culture that has been prevalent in the Police environment. This then raises the question of the legality of the arrest itself. Notices of arrest or detention are often not made immediately. It is possible that the detainee's family might go days without notice after family member suddenly disappears. It is worth nothing that upon close examination, the mode of arrest without warrant it substantially related to the practice of enforced disappearances. In relation with prevention of torture, Komnas HAM has joint collaboration with the Women's Commission, the Indonesian Child Protection Commission, the Ombudsman and Witness and Victim Protection Agency to deal with the issue of elimination of torture in government detention centers under National Preventive Mechanism for the Prevention of Torture in Indonesia. The initiatives aims to improve understanding of and commitment of key government agencies and security sectors to accountability for and prevention of torture and other cruel, inhuman or degrading treatment or punishment, through a National Preventive Mechanism (NPM).

In pursuit of the above, Komnas HAM is particularly looking for candidates to assist the Programme Manager and Finance Manager in the project implementation. The position offered are:

1. Administrative Staff (KH-NPM\_004) (see the detail description attached)
2. Monitoring and Evaluation Staff (KH-NPM 005) (see the detail description attached)

Applicants are requested to send their detailed CVs, a recommendation letter, certified true copies of educational background certificates, copy/scanned of identity card, a 4X6 recent photograph, and a brief application letter, quoting the vacancy number, to the following recruitment email address:

Email address: [kerjasamapencegahanpenyiksaan@gmail.com](mailto:kerjasamapencegahanpenyiksaan@gmail.com)

Applications should be received by 26 August 2019. Acknowledgement will be sent to short-listed candidates only.



## **1. ADMINISTRATIVE STAFF (KH-NPM-003)**

The candidate will be required to conduct the following tasks:

1. Be responsible for day-to-day work/activities implementation and reporting
2. Developing budget and operating plan for the activities
3. Supporting the work of Program Manager and Finance Manager
4. Conduct research and background reading on Komnas HAM advocacy around NPM
5. Hold and facilitate meetings with stakeholders and each relevant agencies regarding the project issues, decisions, and activities
6. Plan, implement, and oversee preparation for workshops/training/meetings
7. Develop and maintain a filing systems (paper and electronic documents such as emails, reports, and other administrative records)
8. Be responsible for travel documents and relevant arrangement
9. Support administrative and logistical matters related to the program
10. Contract of work period : 1 September 2019 – 31 Desember 2019

### **Qualifications and experience required:**

1. Education: University Degree (Bachelor Degree) in social sciences or other related fields related to the work of Komnas HAM.
2. Work experiences: 3-5 years in administration and finance
3. Languages: Fluency in Indonesia and English
4. Excellent IT skills, including word processing, database and/or web experiences
5. Skills: very good organizational skills, tact in discretion; ability to adapt to a range of projects and to work in a team; ability to work in an international, multicultural environment; good interpersonal skills and ability to maintain good working relations with colleagues and staff at all levels within as well as outside the organizations;
6. Based in Jakarta

## **2. SHORT TERM MONITORING AND EVALUATION STAFF (KH-NPM-004)**

The candidate will be required to conduct the following tasks:

1. Be responsible in monitoring and evaluation of the project implementation
2. Developing the project monitoring and evaluation tools
3. Conduct research and background reading on Komnas HAM advocacy around NPM
4. Produce a report of monitoring and evaluation of the project implementation
5. Contract of work period: 1 October 2019 – 31 Desember 2019

### **Qualifications and experience required:**

1. Education: University Degree (Bachelor Degree) in social sciences or other related fields related the work of Komnas HAM
2. Work experiences: 3-5 years in monitoring and evaluation
3. Languages: Fluency in Indonesia and English
4. Strong data analysis skill
5. Excellent writing and reporting skills
6. Skills: very good organizational skills, tact in discretion; ability to adapt to a range of projects and to work in a team; ability to work in an international, multicultural environment; good

interpersonal skills and ability to maintain good working relations with colleagues and staff at all levels within as well as outside the organizations;

7. Based in Jakarta