



## Be Part of MCA-Indonesia II Team

MCA-Indonesia II is seeking a qualified and dynamic individual to join our team as a **Communications Specialist, Media Relations & Knowledge Management**.

Further details about the position and application guideline are provided below.

### Communications Specialist - Media Relations & Knowledge Management

#### Position Description

##### I. Introduction and Background

The Millennium Challenge Corporation (“MCC”) is a U.S. government agency established in 2004. Its mission is to provide assistance that will support economic growth and poverty reduction in carefully selected countries that demonstrate a commitment to democratic governance, economic freedom, and investments in their citizenry.

In December 2018, MCC’s Board of Directors selected Indonesia as eligible to develop a second Compact. The selection reflected the strong partnership MCC and Indonesia built during the first Compact.

The Indonesia Infrastructure and Finance Compact (“Compact”) was signed on April 13, 2023, and it entered into force on September 4, 2024.

The Government of Indonesia has established an Implementation Independent Agency, called the Millennium Challenge Account – Indonesia II (“MCA-Indonesia II” or “MCA”), to act as a designee in supervising and managing the implementation of the five-year Compact in Indonesia.

Detailed information about the Compact is available on the MCC [website](#) (refer to Annex I: Program Description of the Compact) and MCA-Indonesia II [website](#).

Position: Communications Specialist - Media Relations & Knowledge Management

Grade/Pay band: C

##### II. Position Background and Objective

The Communications Specialist – Media Relations & Knowledge Management is a key member of the MCA-Indonesia II Communications & Outreach team and plays a central role in supporting media engagement and the development of public information materials. The Specialist is responsible for

planning and executing MCA-Indonesia II's Press engagement, shaping public messaging, and ensuring that information shared with external audiences is accurate, timely, and strategically aligned.

The role leads the development of media strategies and public knowledge products, drafts and manages high-quality communication materials, and translates complex institutional or technical information into clear, accessible content for public and stakeholder audiences. The Specialist plays a key role in reputation management, crisis communication preparedness, and narrative coherence across government partners, media, and external stakeholders, under the direction of the Communications & Outreach Lead.

The Media Specialist works in close partnership with the Communications Specialist – Website and Social Media. Communications roles within MCA-Indonesia II are interconnected and interchangeable, requiring strong teamwork, flexibility, and a willingness to support cross-cutting tasks—particularly in stakeholder engagement, event delivery, and integrated communication products.

### **III. Tasks and Responsibilities**

#### **A. Media Strategy & Media Relations**

- Lead the development and implementation of MCA-Indonesia II's media relations strategy, aligned with program milestones and sensitivities.
- Build and maintain strong relationships with journalists, editors, producers, and influencers at national and subnational levels.
- Identify media opportunities; prepare, pitch, and follow up on story ideas to secure accurate and constructive coverage.
- Lead drafting, editing, and approval coordination for media materials, including press releases, advisories, Q&A documents, fact sheets, talking points, and press kits.
- Prepare MCA-Indonesia II spokespersons by developing key messages, briefing notes, and background packages.

#### **B. Crisis Communication**

- Serve as the primary drafting focal point for crisis communication tools, including reactive lines, holding statements, and risk-related talking points, under the guidance of the Communications & Outreach Lead.
- Monitor media and public narratives related to MCA-Indonesia II and flag emerging risks, misinformation, or sensitive issues.
- Coordinate closely with MCC and the U.S. Embassy Public Affairs Section during sensitive or high-risk communication periods, as required.

#### **C. Event Organizing & Media Engagement**

- Plan and organize media-facing events such as press briefings, media visits, high-level meetings, stakeholder forums, and launch events.
- Prepare communication materials, talking points, briefing notes, and documentation tools for such events.
- Ensure all public communication events comply with MCC/MCA branding and communication protocols.

#### **D. Public Knowledge Documentation**

- Translate institutional, technical, and program information into clear public-facing communication products (e.g., public briefs, "What You Need to Know" documents, fact sheets, human-interest stories, narrative summaries).

- Prepare concise communication summaries for key events, decisions, and stakeholder activities.
- Convert M&E findings or technical data into accurate and accessible communication materials, including messages, summaries, and infographics.
- Maintain an organized archive of communication products (e.g., press releases, photos, media materials) for public communication purposes.
- Support narrative consistency by aligning key messages and ensuring accurate interpretation of technical content across teams.

**E. Editorial & Communication Support**

- Draft and edit newsletters, internal updates, speeches, remarks, external communication notes, and other written materials.
- Translate technical concepts into public-friendly language suitable for media, government stakeholders, and external partners.
- Ensure clarity, accuracy, and alignment with MCC/MCA messaging standards in all communication outputs.

**F. Monitoring, Reporting & Media Analysis**

- Monitor national and regional media for Compact-related content, risks, trends, and opportunities.
- Produce regular media monitoring reports summarizing coverage and recommending strategic responses or adjustments.
- Analyze communication performance to strengthen future engagement strategies and messaging

**G. Stakeholder Engagement**

- Engage with PR units and communication bureaus within line ministries, provincial governments, and other institutional stakeholders as a media and public communication focal point.
- Liaise with government communication teams to coordinate public messages, joint press activities, and event documentation.
- Support high-level meetings, working groups, and joint activities with accurate communication products and documentation.
- Ensure stakeholder-facing content adheres to government communication norms, sensitivities, and protocols.

**H. Cross-Team Collaboration**

- Work interchangeably with the Website and Social Media on shared communication outputs and campaigns.
- Contribute to editorial calendars, key message frameworks, and unified communication planning.
- Support crisis communication efforts, high-level events, and emerging communication priorities.
- Coordinate with technical teams and vendors on content requirements, timelines, and deliverables.

**I. Procurement, Vendor Management & Documentation**

- Draft or review Terms of Reference (TORs), Independent Cost Estimates (ICEs), and technical evaluations for communications-related services, including media, event management, digital content, photography, videography, design, media monitoring, and related tools.

- Review vendor outputs and deliverables to ensure they meet technical requirements, quality standards, and MCC/MCA communication guidelines.
- Coordinate with Procurement and Finance teams to ensure timely processing of vendor documents, including:
  - acceptance notes
  - deliverable verification
  - invoice checking
  - supporting documentation for payment processing
- Maintain clear documentation and tracking of vendor deliverables, contract progress, and related administrative requirements.
- Support procurement and management of communication tools, multimedia equipment, and other services required by the Communications and Outreach Unit.

#### **J. Other Responsibilities**

- Demonstrate willingness and ability to learn and apply new communication tools, creative software, and information technology relevant to evolving communication practices.
- Perform additional tasks as assigned by the Communications & Outreach Lead.

### **IV. Key Qualifications**

#### *1. Required qualifications:*

- Bachelor's degree from a reputable, accredited university, preferably in Journalism, Communications, Public Relations, Media Studies, or a related field.
- Minimum five (5) years of professional experience in media relations, journalism, public affairs, or external communications.
- Exceptional writing, editing, and storytelling skills in both English and Indonesian.
- Demonstrated experience engaging with government stakeholders at national, provincial, and local levels.
- Proven experience in event organizing, including government related events and media engagements.
- Strong interviewing, media writing, and narrative development skills for public and policy audiences.
- Experience developing crisis communications materials e/g/ statements, Q&A, holding lines).
- Strong understanding of Indonesian government communications culture, sensitivities, and public-sector protocols.
- Ability to collaborate effectively in a multi-stakeholder, multicultural environment.
- Ability and willingness to conduct basic field documentation and operate basic multimedia tools, including DSLR cameras, handheld camera, video and interview recording equipment, and, where applicable, basic drone tools.
- Excellent mastery of English and Indonesian.

#### *2. Preferred qualifications:*

- Strong interpersonal and relationship-building skills, able to engage respectfully and effectively with media, government officials, and institutional partners.
- Excellent judgment, diplomacy, and situational awareness when managing sensitive information, public narratives, or crisis communication needs.
- Clear and analytical thinker, with the ability to interpret complex institutional or technical information and translate it into accurate, audience-appropriate messages.
- Demonstrated ability to collaborate and work interchangeably with the Website and Social Media and other team members.

- Strong organizational skills, able to manage deadlines, simultaneous tasks, and fast-moving communication demands.
- Proactive, adaptable, and committed to continuous learning, including adopting new communication tools, technologies, and documentation methods.

## **V. Duration and Performance Location**

The Consultant is expected to work for a base period of 12 months. There is potential for a follow-on contract to cover the implementation of the Compact. Any follow-on options will be based on satisfactory performance and mutual agreement.

**Duty station:** Jakarta.

### **Work Arrangement:**

This position is Work from Office (WFO). The regular hours of work for MCA-Indonesia II are eight (8) hours per day or forty (40) hours per week. Recognizing that it is sometimes mutually beneficial for MCA-Indonesia II and the Professional, generally work schedules can be altered within the Core Hours of 08.00 AM up to 6 PM, with the Professionals possess the obligation to adjust his/her time to accommodate participation in any relevant meeting/assignment conducted outside of such Core Hours.

## **VI. Contract Type**

This Terms of Reference contemplates award of a fixed term, fixed price contract.

## **VII. Working Facilities**

Office space and a laptop equipped with necessary software will eventually be provided to the Consultant in Jakarta.

Travel to outside of the duty station may be required based on program needs. Airfare for domestic travel within Indonesia and lodging outside Jakarta and other cities is provided by MCA-Indonesia II.

**\*Note:** This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable MCA-Indonesia II policies and procedures, and official versions of each Position Description are maintained by MCA-Indonesia II.

## **How to Apply**

Interested and qualified candidates are invited to submit the following documents:

1. An application letter that clearly outlines how you meet the requirements for the position, highlighting relevant skills, experiences, and your interest in contributing to MCA-Indonesia II.
2. A comprehensive resume.

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Please send your application as attachments to [hr.recruitment@mca-indonesia-2.go.id](mailto:hr.recruitment@mca-indonesia-2.go.id) by **February 14, 2026**, with the subject line: "**Communications Specialist, MR & KM**".

File naming format:

- Your Complete Name\_Application Letter
- Your Complete Name\_CV

Due to the high volume of applications, only short-listed candidates will be contacted for interviews.