



***Seeking Expressions of Interest:
Tour Leader
ACICIS July 2019 Public Health Study Tour***

Tour Description

In July 2019, the [Australian Consortium for 'In-Country Indonesian Studies \(ACICIS\)](#) will run its fifth iteration of its [Public Health Study Tour \(PHST\)](#), with support from the Australian Government's [New Colombo Plan \(NCP\)](#). The PHST is a two-week tour conducted in Yogyakarta and Jakarta, Indonesia, in collaboration with *Universitas Indonesia*, for Australian and international university students. The program is designed for students who do not necessarily have Indonesian language skills or experience in Indonesia. So far, approximately 60 students have applied to participate in the July 2019 tour.

The July 2019 tour will consist of a two-week intensive program for public health students (as well as students from related disciplines such as Nursing, Midwifery, Epidemiology, Occupational Health and Safety, Environmental Health, Health Promotion, Community Health, and Health Sciences), providing an introduction to the public health challenges currently facing Indonesia, as well as to existing government, international and community-led initiatives tasked with meeting these challenges. The program will be facilitated by a leading academic in the field of public health who possess specialised knowledge in, and experience of, Indonesia. Working in collaboration with teaching staff from *Universitas Indonesia*, the two-week tour will see students visit universities and field sites in Yogyakarta and Jakarta. As an academic credit-bearing university program, the PHST is designed to meet requirements for work-integrated learning modules and other tour-based course components. The PHST will provide students with the opportunity to gain valuable knowledge in the field of public health, and provide specialised experience of Indonesia.

Key Dates

<i>1 April 2019:</i>	<i>Application deadline for July 2019 program</i>
<i>April – May 2019:</i>	<i>Participant selection</i>
<i>6 – 21 July 2019:</i>	<i>Two-week study tour</i>
<i>July – August:</i>	<i>Student report distribution and program evaluation</i>

For further information on the PHST, please see the [draft itinerary](#) and [course outline](#) for the 2019 tour on ACICIS' website.

PHST Tour Leader Position Description

In order to deliver the PHST program in 2019, ACICIS is seeking Expressions of Interest (EOIs) from interested parties willing to be engaged in the role of PHST Tour Leader. The Tour Leader role involves approximately 30 days of work consisting of:

- 10 days pre-program preparation to be conducted between **20 May – 5 July 2019**;
- 15 days of program delivery in Indonesia to be conducted between **6 – 21 July 2019**; and
- 5 days of post-program administration to be conducted between **22 July – 9 August 2019**.

Prior to the tour's commencement, the Tour Leader will be required to provide assistance with assessing and vetting student applications for the program, input into pre-departure materials and correspondence, and play a role in finalising tour itinerary details and as well as the tour's academic content.

The PHST Tour Leader reports to the ACICIS Resident Director (RD) in Indonesia. While in Indonesia, the PHST Tour Leader will be responsible for providing advice to students on academic matters, offering pastoral care and emergency assistance (out of regular working hours, as required), and representing ACICIS at participating local organisations and related events.

Key Deliverables of the PHST Tour Leader:

1. Prior to Program Commencement (20 May – 5 July 2019)

- 1.1. Review all program materials and documents (including [2019 Public Health Study Tour Course Outline](#)), complete all required pre-program readings and briefings;
- 1.2. Liaise with the ACICIS PHST Tour Coordinator (TC) and ACICIS RD via (at minimum) weekly Skype calls to gain a comprehensive understanding of all aspects of 2019 PHST program delivery prior to program commencement;
- 1.3. Meet (over Skype) as required with partner university representatives from *Universitas Indonesia* to discuss itinerary and agenda planning;
- 1.4. Program and prepare (in consultation with RD and TC) the two-week academic program of seminars and fieldtrips outlined in Appendix II of the 2019 PHST Course Outline. This includes identification and booking of suitable seminar speakers, confirmation of all fieldtrip destinations, and finalisation of all seminar and fieldtrip readings. N.B. The PHST Tour Leader must submit any and all changes to the 2019 PHST Course Outline – including amendments or additions to the reading list and/or seminar and fieldtrip schedule – to the ACICIS Secretariat no later than 2 June 2019; and
- 1.5. Finalise all student group assessment tasks in cooperation with UI Public Health faculty academics.

2. During the PHST program (6 – 21 July 2019)

- 2.1. The PHST Tour Leader will be available in Indonesia on a daily basis for the duration of the two-week tour to supervise participating students and liaise with *Universitas Indonesia* staff;
- 2.2. The Tour Leader, with the support of ACICIS' PHST Tour Coordinator and Program Assistant, will complete all routine tour administration duties that are a part of ACICIS' pastoral care responsibilities (maintaining databases, counselling students, liaising with home universities as required);
- 2.3. The Tour Leader will actively mentor all students on matters pertaining to their academic work and their general understanding of Indonesia and its public health sector, and advise on appropriate conduct in Indonesia;
- 2.4. The Tour Leader will run daily morning and evening group 'briefing' and 'debriefing' sessions with all PHST students;
- 2.5. The Tour Leader will supervise and mark the assessable academic components of the tour – including each student's three reflective journal submissions and two presentations at UI;
- 2.6. Together with UI's public health academics, the Tour Leader will provide guidance on presentation and discussion topics, facilitate group discussions, and offer academic mentoring to students throughout the tour;
- 2.7. Following a briefing on ACICIS' Risk Management policies and procedures, the Tour Leader will

assist with both routine and emergency pastoral care duties throughout the tour, as required. As an ACICIS staff member throughout the tour, the Tour Leader will be on-call in the event of any emergency.

3. *After the completion of the PHST program (22 July – 9 August 2019)*

- 3.1. Following the completion of the PHST program the Tour Leader will complete all necessary assessment documents (including a 'Student Evaluation Outcome' report and full set of completed supporting marking rubrics) for each student, and forward these to the ACICIS RD within two weeks of the end of the program (by Sunday, 4 August 2019). Templates will be provided for these assessment documents; and
- 3.2. The Tour Leader is also required to write a concise, two-page Tour Leader's report regarding the July 2019 PHST. A template will be provided for this report. The Tour Leader is welcome to comment on any and all aspects of their experience on the PHST program and make any recommendations to ACICIS as they see fit. This PHST Tour Leader's report is to be submitted to the ACICIS RD by Friday, 9 August 2019.

PHST Tour Leader Attributes:

- Masters or PhD in one of the following disciplines: Public Health, Epidemiology, Occupational Health and Safety, Environmental Health, Health Promotion, Community Health and Health Sciences or a related field (preferably from an Australian university);
- Minimum 3 years' experience working in the public health sector, preferably in relation to Indonesia;
- Minimum 2 years' experience in program management and/ or managing cross-cultural teams;
- Demonstrated understanding of current public health issues in Indonesia;
- Demonstrated understanding of current theoretical issues in public health;
- Advanced proficiency in both English and Indonesian;
- Excellent networking skills and an ability to represent ACICIS at media, Australian embassy and other related program events;
- Teaching or tutoring experience in public health or a related discipline at an Australian institution (desirable).

Remuneration, Conditions and Period of Engagement:

The ACICIS PHST Tour Leader is engaged on a short-term basis and is thus engaged as a short-term consultant. The consultancy involves approximately 30 days of work consisting of:

- 10 days pre-program preparation to be conducted between **20 May – 5 July 2019**;
- 15 days of program delivery in Indonesia to be conducted between **6 – 21 July 2019**; and
- 5 days of post-program administration to be conducted between **22 July – 9 August 2019**.

A daily consultancy rate commensurate with the applicant's skills and experience will be offered.

This role is open to both Indonesian and international citizens. However, international applicants are required to hold or obtain appropriate work visas and tax registration permits to conduct work in Indonesia.

Interested applicants should forward a current CV and an EOI statement (no more than two pages) to ACICIS' Resident Director, Dr Adrian Budiman, via email at: recruitment-id@acicis.edu.au: with the subject heading '*Expression of Interest: 2019 PHST Tour Leader*', no later than **Friday 3rd May, 2019**.

Only short-listed applicants will be contacted. Interviews will be scheduled between 6 – 10 May, 2019.