

Mercy Corps Indonesia

Open Vacancy

Dear All,

Please find below open position.

We are trying to find the best possible candidates to make team stronger.

About Mercy Corps Indonesia

Mercy Corps Indonesia (MCI) is a local Indonesian non-profit organization, which implements humanitarian and development assistance programs throughout the country. MCI's mission is to empower people in Indonesia to become healthy, productive, and resilient communities. Resilience means an ability to recover form or adjust easily to misfortune or change.

JAKARTA

1. Program Coordinator – Micromentor Indonesia (PC MMI)

Program Summary

Mercy Corps' MicroMentor mentoring platform (www.micromentor.org) is adapted and localized to serve Bahasa Indonesia users through Mercy Corps Indonesia. By January 2022, MMI achieved and surpassed its original program target of reaching 40,000 entrepreneurs and 10,000 mentors. MicroMentor Indonesia has successfully supported 56,415 individuals to actively participate in Indonesia's digital transformation journey by reaching 42,424 entrepreneurs and 13,991 mid-career professional mentors through training, webinars, and mentoring. Additionally, MicroMentor Indonesia's program target to create 35,000 engagements is measured by 1) entrepreneurs accessing digital training content (with a focus on cybersecurity), 2) entrepreneurs increasing their skills as a result of business mentoring, and 3) mid-career professionals mentors accessing relevant content in the form of webinars. MicroMentor Indonesia has created 101,521 engagements through access to various digital training content on cybersecurity toolkits, business development through e-learning, webinars, and mentoring connection.

MicroMentor Indonesia plans to expand its community by skilling for over additional 40,000 micro and small businesses/entrepreneurs and 10,000 mid-career professional mentors until January 2023. The program will do this by promoting technological literacy, as well as capacity building and skills development of entrepreneurs and mid-career professionals via mentoring and digital training. Via this methodology, MMI will implement the activities, such as: upgrading the MMI current platform to the global platform; translating content into Bahasa Indonesia, integrating existing services with several digital training contents and business development; including enhancing user acquisition strategies through partnership, digital marketing optimization, and community engagement.

MicroMentor Indonesia partnership with various stakeholders from relevant organizations in the entrepreneurship ecosystem that has an in-line vision with MicroMentor, such as: seeing mentoring as a component for entrepreneur success; supporting entrepreneurship programs; and supporting the right audiences such as MSMEs, startup entrepreneurs, and professional / business associations,

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especially who's connected to the digital platform. Through the support from its donors, MicroMentor Indonesia can provide a free-of-charge partnership to the partner, unless they need technology enhancement of the existing platform and its services.

General Position Summary and Essential Job Responsibilities

Subject to fund approval from the donor, Mercy Corps Indonesia (MCI) is looking for an inspirational Program Coordinator to work with the MicroMentor team to reach 40,000 Indonesian entrepreneurs and 10,000 Indonesian volunteer mentors as part of MicroMentor Indonesia's growth. The Program Coordinator will be responsible to lead MicroMentor Indonesia team members and develop MicroMentor in the country to:

- Enhance user acquisition and engagement to achieve: (1) Skilling for over 80,000 Indonesian entrepreneurs and 20,000 mid-career professionals and (2) Creating 100,000 engagements with the digital training content.
- Maintain existing three scale partnership relationships with governments and private sector in a systematic, process-driven approach to partner outreach and relationship management to deliver a great experience.
- Coordinate and report the initiative outcomes to the donors and stakeholders, among others.
- Build a local and effective team to ensure the deliverables of the initiative.
- Ensure on time and on scope delivery of all program activities and outputs.
- Identify, compile, and share lessons learned and best practices that could serve for program expansion.
- Collaborate with senior management to align the program's goals with new and existing partner relationships by research partners, identify key players, and generate interest.
- Forecast, measure, and report the results of various projects with partners, including co-created and/or co-branded content promotions, lead sharing, and/or event partnerships.
- Represent Mercy Corps Indonesia (MCI) and the program, and build positive, fruitful relationships when engaging with the program's stakeholders and beneficiaries, including entrepreneurs/MSMEs and mid-career professionals as MicroMentor Indonesia users, government officials, private sector actors, donor officials, media, etc. Conduct himself/herself both professionally and personally in such a manner as to bring credibility to MCI without jeopardizing its humanitarian/development mission.
- Support on reporting the initiative outcomes to stakeholders such as donors, partners, and beneficiaries, among others.

The position is based in Jakarta and requires up to 35% travel to project locations with partners.

Qualifications:

- BA/BS or equivalent in economic development, international studies, or other relevant fields; MA/S preferred.
- Strong passion and knowledge of the entrepreneurial ecosystem in Indonesia.
- Experience in entrepreneurship/small business development projects.
- Minimum of 5 years of experience in Program Management – a proven track record of coordinating complex projects with multiple stakeholders.
- Proven work experience as a team supervisor.

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- Experience working with diverse partners including governments, private sectors, entrepreneurship organizations, and universities.
- Strong innovation skills to offer new ways to grow the partnership and marketing strategy.
- Experience presenting in front of audiences and facilitating training.
- Effective verbal and written communication, multi-tasking, organizational, and prioritization skills.
- Experience coordinating with and reporting to private sector donors.
- Facility with web and information technologies, including social media tools and web-based tools.
- English and Bahasa Indonesia fluency. Strong written and verbal communication skills in both English and Bahasa Indonesia

2.DRM Portfolio Administration Specialist – INVEST DM 2.0 (DRM INVEST)

Program Summary

Under USAID/BHA funding, Mercy Corps is implementing its "*Investing in Human Capital for Disaster Management*" (INVEST DM) 2.0 program. The program works at the national level and is implemented to support the Government of Indonesia (GOI) disaster management institutions and people at key administrative levels to be better equipped to fulfill their mandate to deliver effective disaster risk management (DRM) services and save lives. INVEST DM 2.0 seeks to provide a holistic approach to support Indonesia's disaster management institutions, supporting BNPB's own 'people-centered' approach, where comprehensive inputs in the areas of: technical capacity in preparedness-response-recovery; policy and planning; governance; and organizational development. These areas are grounded in human capital, serving to capacitate and reinforce the people that make it all function. This means supporting GOI personnel at the national and sub-national levels alike.

INVEST DM 2.0 is implemented under the Grant Implementation Agreement (GIA) umbrella between USAID and BNPB on the USAID DRM Portfolio. Based on the GIA, a Secretariat will be established at BNPB. It will service the governance structure set out in the GIA, especially the Management Committee consisting of representatives from USAID Indonesia and BNPB. It will also serve the Technical Committee and follow up on both committees' recommendations. The primary function of the Secretariat is to carry out tasks stipulated in the GIA, including:

- a. Support coordination and engagement with other national and sub-national government agencies in the implementation of the USAID DRM Portfolio;
- b. Collect and consolidate progress reports on the implementation of the USAID DRM Portfolio from Implementing Agencies, then provide those reports to the Executing Agency and Management Committee for review;
- c. Collect relevant administrative and financial reports from Implementing Agencies including reports on any Grantee Contributions;
- d. Organize and host Management Committee meetings and provide related secretarial services; and

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- e. Coordinate with technical teams to ensure the support is delivered in an effective, efficient, and accountable manner.

INVEST DM 2.0 is currently the only USAID registered program under the GIA. USAID Indonesia has tasked INVEST DM 2.0 to support the Secretariat's operations during the life of the program. To support the functions of the USAID DRM Portfolio Secretariat, INVEST DM 2.0 will recruit DRM Portfolio Administration Specialist. The position holder will be embedded in the BNPB Planning Bureau.

General Position Summary

The DRM Portfolio Administration Specialist (PAS) is a team member of INVEST DM 2.0. The position will assist with delivering the day-to-day activities of DRM Portfolio Secretariat at BNPB. The PAS will be responsible for general GIA level administrative arrangements to plan, prepare and support the implementation of the GIAs governance agenda and meetings; such as (i) follow up actions of the committees; (ii) support the preparation and documentation of AWP, BAST, VAT exemption, personnel working permits; and (iii) perform administration and documentation relevant to the secretariat functions in the implementation of the GIA.

The position will be based at BNPB, in Jakarta. Some travel to the field may be required

Essential Job Responsibilities

Under co-direction of the Head of Planning Bureau of BNPB and INVEST DM 2.0 Chief of Party, the PAS will be responsible for supporting the DRM Portfolio Secretariat in carrying out its functions as below:

- Supporting the Secretariat in the GIA implementation, such as to prepare and facilitate GIA governance meetings (including Steering, Managing and Technical Committees), all administrative management as required and to facilitate program coordination, and other functions of the Committees' under the GIA;
- Support all administrative and financial aspects and report preparation pertaining to INVEST DM 2.0 assistance, such as the events and activities at the GIA level. This shall follow Mercy Corps Indonesia (MCI) Procurement guidelines and facilitate BNPB internal needs.
- Support the preparation and documentation of AWP, BAST, VAT exemption, and program(s) personnel work permits (long-term foreign nationals assigned to INVEST DM 2.0);
- Support program-level administration and documentation assigned and relevant to support the operations of the Secretariat to implement the GIA; Assist INVEST DM 2.0 and other US Government-funded initiatives (as may be required during the life of INVEST DM 2.0) under the GIA in the collection, sorting and inputting of all past and planned activity costs required by USAID and for generating BAST reporting;
- Maintain all other DRM Portfolio Secretariat related filing and documentation, including reports, minutes and notes of meetings, maps, photo documentation/ management, and media monitoring files;
- Availability to work evenings, weekends, or on holiday, as needed with compensatory time-off as approved by the supervisor;
- Prepare a Secretariat monthly activity report to be submitted by the end of each month to BNPB and INVEST DM 2.0;

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Qualifications:

- Minimum bachelor's degree in the field of law (international law, state law/constitutional law, administrative law), international relations, state/public administration or related field.
- A mid-level career position with minimum 7 years of experience is required. Administrative or secretariat support experience is a must. Working experience with GOI is an advantage.
- The candidate must have good communication skills, document/ report writing, adequate understanding and skills of English speaking and writing, and Bahasa Indonesia and administrative background.
- Proficiency in Microsoft Word, Excel, and other computer programs is required.
- Effective time management and organization skills, including priority setting and responding to program needs.
- Advance interpersonal communication skills.

3. Program Assistant –TRINITY (PA TRINITY)

Program Summary

Mercy Corps Indonesia will select 1,000 reproductive female farmers and farmers' wives (direct participants) to receive access to reproductive health, family planning, and self-care, and public health promotion (including nutrition) educations in four villages (Ciasihan, Purwabakti, Ciasmara, and Gunungsari) in Pamijahan District, Bogor Regency. Assuming that each farming household has three members, it is estimated that the proposed program will reach 3,000 indirect participants. In addition, the program will conduct HCP seminar through virtual channel to 1,000 midwives and Laymen seminar through hybrid model (offline and online) to 1,000 female farmers/farmers' wives. The education sessions will be collaborating with Indonesia Midwives Association in Bogor Regency.

General Position Summary

The Program Assistant will report to the Program Manager but will also be closely supporting the work of the Senior MERL Officer and Health Officer in Jakarta and supporting the activities of the program team based in Pamijahan Sub-district, Bogor Regency led by the Field Officer. The Program Assistant will carry out administrative, finance and procurement tasks, as well as, translating and documenting letters, training modules, field reports, meeting minutes, beneficiaries counting and filing.

The position is based in Jakarta and requires up to 20% travel to Bogor Regency (depending on COVID-19 development).

Essential Job Responsibilities

- Support the Field Officer in organizing all logistics for program-related meetings, workshops, trainings, and or mentoring. This includes identifying venues for training and accommodation, materials, arranging snacks and meals, managing consultants' contract, and other activities based on the MERL Officer's plan and guidance.
- Maintain the program filing and documentation system, including maps, photos documentation/ management and media monitoring files, field documents/ assessment, training materials/ modules, contracts, agreements and other administrative/ logistics documents in coordination

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with the Program Manager/ Field Officer/ MERL Officer. Collect and catalogue program resource materials.

- Support the Program Manager to prepare reports as required by the funder.
- On an as-needed basis, translate training materials/ modules and documents or provide oral translations from Bahasa Indonesia to English and vice versa for the program team and visitors.
- Support the program team in handling and following up the procurement needs, in accordance with the Field Procurement Policies and Procedures (FP3).
- Assist field staff, guests and consultants in all administrative matters such as vehicle use, accommodations, and others, in coordination with the Operations Team.

Qualifications:

- University degree, preferable in social sciences, economics, or rural development.
- 4 years of experience accepted in lieu of a bachelor's degree.
- Experience working in development programs with an emphasis on women's health and nutrition would be an advantage.
- Experience in administrative/ secretarial tasks is a plus.
- Strong communication and organizational skills.
- Computers skills with strong familiarity with Microsoft Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- Very good understanding in English and Bahasa Indonesia verbal and written communication skills.

PEKALONGAN

4. Resilient Livelihood Market System Development Officer - Zurich Flood Resilience Alliance Program (RLMD Zurich)

Program Summary

The 'Zurich Flood Resilience Alliance' is an alliance of ten organizations including international NGOs, private sector and research organizations, who have come together with the support of the Zurich Foundation to drive better policy and practice to reduce the negative impact of floods on people's and communities' ability to thrive. The Alliance has launched formally on 1 July 2018 and run for five years to 30 June 2023, globally. During this time, the partners will together implement a combination of pilot programs, research, knowledge management and work to persuade donors, policy-makers and practitioners to invest in flood prevention and preparedness through:

- Increased and more effective financial investments in flood resilient
- Improved global and national policy for increased pre-event action to flood resilience;
- Improved practice in flood resilience by key stakeholders.

Mercy Corps is leading the 'influencing and advocacy' work within the Alliance, as well as making substantial contributions to workstreams on knowledge management, research, and piloting innovative

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field programming with communities, business and government. As part of their advocacy role under Zurich Flood Resilience Alliance (ZFRA) Program, Mercy Corps Indonesia aims to enrich the local development process by fostering an innovative and more effective budget allocation for programs related to water resource management, particularly those that tied with climate change context. This approach will support local government in addressing flood issue by providing alternative funding channel, in addition to their current channel which more often than not are lacking to completely address the issue.

Affected by compound risk, In Pekalongan City over 70% of households experienced the socio-economic impact of COVID-19. Alongside the harrowing direct health impacts, the economic impacts of the COVID-19 crisis have been ravaging for the two key industries in the area. Despite the severe multi-dimensional negative impacts of COVID-19 across the country, the Indonesian government's budgets at all level are now focusing more to address immediate health needs and social support. It creates funding gap in other sectors that might need critical attention. Pekalongan City government for instance, has reallocated over half of its flood response funding to COVID-19 response, leaving them vulnerable during major flood events and will create further dire implications for the ongoing and future flood mitigation initiatives. Medium-term and longer-term recovery initiatives will be critical to work towards, especially ones that are able to concurrently address building climate resilience and economic recovery.

General Position Summary

Following the Flood Risk and Impact Assessment that will be finalized by ZFRA in Q3 2021, Resilient Business Model (RBM) initiative seek to identify economic sectors and/or livelihood activity that are most affected by flood risk and COVID-19. As part of the investment strategy, working along with our partner, the RBM initiative will then turn this negative impact into an opportunity by introducing a more innovative and resilient business activity. To achieve the goal, Resilient Livelihood Market System Development Officer (RL MSD Officer) will be responsible to:

1. Conduct sectoral study that adopt Making Market Works for the Poor (M4P) approach with the objective to: 1) Understand the sector profile and dynamic of agriculture, horticulture, and aquaculture, 2) Understanding the underlying causes that hindering the benefit for farmers in agriculture, horticulture, and aquaculture sectors, 3) Identifying potential intervention area. The RL MSD Officer will assist the RL Coordinator and ZFRA Program Manager to draw on a thorough understanding of market systems, the relationships between key market actors, the Indonesia national, regional and local enabling environment and service providers critical to the market system for agriculture, horticulture, and aquaculture value chain.
2. Implementing the proposed interventions, particularly in facilitating the development of the business model through work throughout the Pekalongan and beyond to build a market for resilient livelihood products, in partnership with local vendors/distributors, financing providers, maintenance providers and community members. This aim to initiate and facilitate the development of a strong supply chain to support local, regional and potential national off-take of the resilient livelihood commodity(ies) and ongoing improvement of enabling market environment. Strong community engagement of local champions and liaisons is a critical component of this program. Methodical monitoring and evaluation is also key.

The position is based in Pekalongan, Indonesia and it requires up to 30% travel of the time.

Essential Job Responsibilities

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- Support Mercy Corps' policy and advocacy related to flood resilience, DRR and climate change adaptation, sustainable and resilient livelihood at the local and sub-national level, and lead field-based resilient livelihood development and communications work in close collaboration with the national team.
- Advise and support the development and implementation of Zurich Flood Resilience Alliance work at the country level
- Seek the potential collaboration with the local, sub-national and national stakeholders to leverage project's impact
- Develop business model and plan for selected commodity based on assessment on at risks economic and livelihood sector, including its bundled services design
- Building relationships with counterparts in particular with farming communities, community leaders, relevant SMEs, financial institutions, appropriate technology's and input suppliers, government officials, university, and donor officials.
- Assist Resilient Livelihood Coordinator and supervise project (senior) officers in providing ongoing technical assistance to local partners who will provide assistance to farmer groups, small businesses, and appropriate input/technology suppliers in consultation with the Program Manager
- The RL MSD Officer will assist Resilient Livelihood Coordinator in oversee three project (senior) officers who will work together with local implementing communities partners in each sector.
- Private sector engagement to catalize investment on the model
- Build and maintain close links with Zurich Resilience Alliance partners at the local and sub-national level Regularly convey information to Mercy Corps' Zurich Resilience Alliance team as well as the Policy and Advocacy (P&A) team
- Along with the partners and in collaboration with the ZFRA national team, implements the resilient livelihood initiative
- Support the works of resiliency that come from partners initiative
- Build network, especially at the local and sub-national level, to establish and maintain strategic relations with relevant local and international stakeholders, to continually inform, challenge, and improve resilient livelihood strategy, and program development.
- Track local, sub-national and national policy developments affecting flood resilience, especially on socio-economic aspect
- Work with the national teams and global P&A team to plan and produce effective, thoughtful and timely written products that advance policy and investment perspectives
- Monitor and evaluate the impact of advocacy and communication work.
- Related tasks as required and agreed, including workshop organization, assistance with field research on resilience and support for community programs.

Qualifications:

- BA/S or equivalent in economic, social science and relevant field; MA/S preferred. Minimum 5 years of experience successfully working in conducting market analysis; and supply and market value chains. Past experience working with climate resilient community livelihood, both in rural and urban context is highly desirable

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- Having experience in building partnerships with multi-stakeholders in economic development activities, preferably having experience in building resilient livelihood in agriculture, forestry, coastal or creative industry
- Experience in working with private sectors related to agriculture product and services will be an advantage
- Experience in farmer mobilization, conducting economic research, assessments and surveys
- Experience in facilitating trainings to farmers in good agriculture practices
- Having experience working in Central Java Province is highly preferred
- Good facilitating and communication skills
- Good understanding of the possibilities and tactics for influencing decisions and policy makers, private sector and market actors, and other key actors in the field
- Demonstrable experience of representation and policy and economic development work, and engaging, managing and working effectively with a range of stakeholders, networks and coalitions.
- Strong organizational skills and ability to handle multiple tasks, work under pressure and meet tight deadlines.
- English proficiency
- Demonstrated proficiency with the MS Office software (i.e., Word, Excel, Power Point) is required.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Yayasan Mercy Corps Indonesia is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

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Safeguarding & Ethics

Yayasan Mercy Corps Indonesia is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

Accountability to Participants and Stakeholders

Yayasan Mercy Corps Indonesia team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

How to Apply

Please send your CV together with the form on this [link](#) with the subject: **“The Position_Your Name”** to hrd@id.mercycorps.org.

The vacancy will be closed on **19 June 2022** and only shortlisted candidates will be contacted for interview. We look forward to hearing from those who are interested in taking this opportunity to grow and develop with us.

Thank You,
Human Resources Department
Mercy Corps Indonesia