

## Open Vacancy

Dear All,

Please find below open position.

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

# **INCREASING IMMUNITY URBAN POOR WOMEN THROUGH EDUCATION AND STRENGTHENING WOMEN SUPPORT GROUP – PROGRAM ASSISTANT**

## About Yayasan Mercy Corps Indonesia

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

## Program Summary

Urbanization runs in parallel with economic growth. Urban areas are characterized by income inequality between population groups. Because of this the socioeconomic inequality, Indonesian urban areas are confronted with problems of both undernutrition and overnutrition. Selected studies conducted by the SEAMEO-TROPED Regional Centre for Community Nutrition have demonstrated that food intake of the lower socioeconomic class households is deficient. Furthermore, intrahousehold food distribution among the lower economic class households is contributory to the determination of food intake.

According to Province of DKI Jakarta Statistics (2020), the total population is 10.5 million. With an average of four persons per household, there are around 2.75 million households in Jakarta. By gender, the proportion of males and females in the province is 50%:50%. The number of poor residents in Jakarta in September 2019 was around 362,000, or around 3.4% of the total population. Among the five municipalities, North Jakarta has the highest percentage of poor residents, at 5%, while West Jakarta has the highest population density.

These urban villages have high poverty levels and limited availability of public facilities. Densely populated slums also exist in these urban villages, where many of the poor live in illegal settlements on the banks of the rivers or along the railroad tracks. The population of these urban villages suffers from micronutrient deficiency, and they are highly exposed to COVID-19, due to the high level of residential density with high mobility. Based on these conditions, strategies for improvement of urban micronutrient status are required and may include food-based nutrient supplementation of fortification methods and self-care education to women.

The aims of the program are:

- To improve awareness, understanding and knowledge about Nutrition and Self-care to manage the family's health and COVID-19 risk prevention.
- Sustained and institutionalized women support groups for Self-Care Capability building.
- Supplementation to improve health and immunity

## General Position Summary

Program Assistant will support the program implementation to reached 12,400 urban poor women and family members (3,100 direct participants and 9,300 indirect participants) in/around origin communities

through self-care education, hygiene and supplementation, to prevent further transmission of COVID-19. Especially, s/he will organizing all logistics for program-related meetings, workshops, trainings, and or mentoring. This is includes identifying venues for training and accommodation, materials, arranging snacks and meals, managing consultants' contract, and other activities based on the program's plan and guidance.

The position is 100% based in DKI Jakarta Province and it requires up to 8% travel to program locations area.

### **Essential Job Responsibilities**

- Recognize opportunities for innovative action and suggest an environment where alternative viewpoints are encouraged.
- Follow direction by prioritizing and organizing related actions and resources to achieve objectives and contribute to program implementation.
- Develop and organize activities to secure resources for the program and build relationship with internal departments to provide support.
- Support the Program in organizing all logistics for program-related meetings, workshops, trainings, and or mentoring. This is includes identifying venues for training and accommodation, materials, arranging snacks and meals, managing consultants' contract, and other activities based on the program's plan and guidance.
- Maintain the program filing and documentation system, including maps, photos documentation/ management and media monitoring files, minutes of meeting, field documents/ assessment, training materials/ modules, contracts, agreements, and other administrative/ logistics documents in coordination with the Program Coordinator/ Training and Mentoring Officer/ MEL Officer. Collect and catalogue program resource materials.
- Support the Program Coordinator to prepare reports as required by the funder.
- Support the program team in handling and following up the procurement needs, in accordance with the Field Procurement Policies and Procedures (FP3);
- Assist team members, 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 economics and management, social science, and rural development.
- 1+ years' experience working in development programs with emphasis on health issue in urban setting.
- 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.
- Understandable spoken English is preferred

### **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.

### **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: "PA\_URBAN POOR WOMEN\_Your Name" to [hrd@id.mercycorps.org](mailto:hrd@id.mercycorps.org).

The vacancy will be closed on **29 August 2021** 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  
Yayasan Mercy Corps Indonesia