

Open Vacancy

Dear All,

Please find below open position.

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

MICROMENTOR INDONESIA

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 from or adjust easily to misfortune or change.

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. To date, MicroMentor Indonesia has successfully supported 56,415 individuals to actively participate in Indonesia's digital transformation journey by reached 42,424 entrepreneurs and 13,991 mid-career professional mentors through trainings, 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: upgrade the MMI current platform to the global platform; translate content into Bahasa Indonesia, integrate existing services with several digital training contents and business development; including enhance user acquisition strategies through partnership, digital marketing optimization, and community engagement.

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

PARTNERSHIP AND COMMUNITY ENGAGEMENT OFFICER – JAKARTA

General Position Summary

Under the leadership of the Program Coordinator, The Partnership and Community Engagement Officer will be responsible for creating partnerships with potential partners, supporting the engagement between MicroMentor Indonesia and the existing partners, and maintaining the community engagement of each partner. S/he will lead the partnership and community engagement of MicroMentor Indonesia from various sectors including, governments, private sectors, universities, and entrepreneurship community/associations. S/he will also monitor partnership program activities and indicator tracking to achieve the partnership goals/targets in close collaboration with the other team members and support the program report development.

Essential Job Responsibilities

- Proactively engage in outreach to and follow up with strategic relationships, networks, and partner.
- Builds relationships with potential partners to understand their challenges and opportunities and how MicroMentor Indonesia can help address them.
- Lead creation and implementation of partner and its community development and engagement plans, including identifying key stakeholders to engage and developing outreach strategies.
- Lead creation of partnership maintenance and reporting strategies with other teams to support local strategic, community relations, external influencing, and programmatic needs, ensuring integration of partnership and community relations strategies across programs and strategies.
- Nurtures genuine and productive relationships with a variety of stakeholders.
- Create tools, presentations, and templates to support community outreach and response.
- Lead on key partner engagement, feedback, and collaboration initiatives, and work with program leads on integrating these approaches across programs.
- Support in the program's reporting requirements, including weekly, monthly, quarterly, and annual reports as well as evaluation design and implementation.
- Support on reporting the initiative outcomes to stakeholders such as donors, partners and beneficiaries, among others.

Qualifications:

- Proven experience of developing partnerships and managing relationships
- Excellent interpersonal and communication skills, with strong confidence in engaging colleagues and stakeholders to build trust and generate support for goals
- Experience of developing and delivering community engagement activities
- Experience of monitoring, delivering, and evaluating community engagement
- Exceptional planning and organizational skills, with the ability to juggle competing priorities in a fast-paced environment

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- English and Bahasa Indonesia fluency. Strong written and verbal communication skills in both English and Bahasa Indonesia

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.

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How to Apply

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

The vacancy will be closed on **10 March 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