

Open Vacancy

Dear All,

Please find below open position.

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

WOMEN HEALTH PROGRAMS' SUPPORT COORDINATOR

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 form or adjust easily to misfortune or change.

Program Summary

Mercy Corps Indonesia is currently conducting several health programs reaching vulnerable women in urban areas and female farmers/ farmers' wives in the provinces of Banten, DKI Jakarta, West Java, East Nusa Tenggara, and North Sumatra. These programs are being implemented in partnership with corporate and foundation donors, the Ministry of health, the provincial governments, and the regency/city governments.

In the implementation of the program, the program team conducts training of trainers (ToT) and training of educators (ToE) to the partner health personnel, midwives, cadres, mothers' support groups, and women's support groups. For the implementation of the ToT and ToE, the program team develops or modifies the various modules, tools, and KIE materials that will be conveyed to the program partners and participants, both offline and online. In addition, there are a number of important lessons for Mercy Corps Indonesia in designing women's health programs in the future.

General Position Summary

The women's health program support coordinator will assist the Director of Programs – Agriculture, Entrepreneurship, and Financial Inclusion in compiling the modules, tools, and ICE materials that are developed by the women's health programs as well as synergy among the program teams. In this way, each program team can maximize the modules, tools, and ICE materials about family planning, self-care, stunting prevention, anemia prevention, and preventive nutrition using micronutrients that are developed by the women's health programs in Mercy Corps Indonesia. In addition, he/she will compile all the lessons learned held by the women's health programs, both those related to preparation and implementation of ToT/ToE during the pandemic and participants' stories. Specifically, he/she will provide direct supports for the implementation of the women's health programs conducted in the province of East Nusa Tenggara.

The position is based in Jakarta and requires travel to program locations if needed and depend on COVID-19 development.

Essential Job Responsibilities

- Admin supports for implementation of women's health programs in NTT, including for implementation of HCP and Laymen's seminars, ToT for 20 Midwives, education for 4,000 female farmers/farmers' wives, distribution of donated products, program team travel, subgrant

for IBI NTT, training for program teams as determined by donors, and handling of donor SOP for implementation of education and distribution of donated products;

- Compilation of criteria used by women's health programs to identify program participants;
- Compilation of all preparations performed by women's health programs for implementation of ToT and ToE, both offline and online;
- Compilation of all modules and tools used by women's health programs in implementation of ToT and ToE;
- Compilation of all KIE materials used by women's health programs, both print and digital.
- Compilation of all implementation of ToT, ToE, and education conducted by women's health programs as input for refinement of the design of women's health programs in the future;
- Compilation of lessons learned from all implementation of women's health programs as input for refinement of the design of women's health programs in the future;
- Compilation of Post Distribution Monitoring reports of women's health programs as input for refinement of the design of women's health programs in the future;
- Compilation of participants' stories from women's health programs;
- Conduct travel to project locations, if needed;
- Support Program Coordinator to prepare final report;

Qualifications:

- University degree in Economic, Social Studies, Urban Studies, Public Health or related fields.
- 3+ years' experience working as a program officer in development programs. Experience in implementing the women health programs would be an advantage.
- Minimum 3 years' experience working with NGOs and corporate/foundation donors.
- Proven experience working with women and women support groups.
- Commitment to working with vulnerable groups in need regardless of race, religion or gender;
- Good problem solving, and written and oral communication skills.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are 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: “**SC_Women Health Programs _Your Name**” to hrd@id.mercycorps.org.

The vacancy will be closed on **03 Sept 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