

Open Vacancy

Dear All,

Please find below open position.

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

Jakarta

HUMANITARIAN AND RESILIENCE DIRECTOR

Humanitarian and Resilience (H&R) Director leads Yayasan Mercy Corps Indonesia's (YMCI) portfolio of programs working in critical areas of emergency response, DRR, and climate change. The Director supervises program managers, provides technical leadership and coordinates with YMCI's external stakeholders. S/he collaborates with the larger community of MCG technical and management experts to ensure the YMCI's programming is informed by best practices drawn from the most successful approaches globally. The Director is a key leader in identifying opportunities for collaboration and fundraising and initiates program design and proposal development in concert with the Executive Director

ESSENTIAL JOB FUNCTIONS:

Strategy & Vision

- Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to countrywide strategy development;
- Develop and organize activities to secure resources for programs and convince stakeholders to provide support

Program Management

- Provide leadership on program startup and ongoing program management and administration of teams across various field locations in the H&R portfolio;
- Ensure that program implementation is responsive to communities and partners and consistent with relevant program guidelines, principles, values, quality standards and strategic plans;
- Develop program implementation strategies, execute agreements, develop scopes of work, and oversee program operations as needed;
- Ensure program implementation is on time, target and budget, using effective M&E systems to reach desired impacts;
- Write, edit and ensure the timely submission of internal and external reports.

Team Management

- Develop the capacity of program managers and team, deepen understanding of their roles and assist with career development;
- Assist team members with information, tools and resources to improve performance & reach objectives;
- Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one on ones and performance reviews;

- Create and sustain a work environment of mutual respect where team members strive to achieve excellence;
- Hire, orient and lead team members as necessary.

Finance & Compliance Management

- Create and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and Yayasan Mercy Corps Indonesia policies and procedures Manage program finances, monitor expense tracking and support effective and responsible use of program funds;
- Ensure compliance with donor and YMCI regulations.

Influence & Representation

- Identify, build and manage collaborative partnerships with consortium partners, sub-grantees, donors, local governments and other stakeholders;
- Respond to internal & external requests for information on program activities through verbal and written communication in coordination with the Executive Director and Mercy Corps Indonesia field office;
- Assist with the development and dissemination of program promotional materials, including updates for a web page; press releases, newsletter articles and other publication materials related to Mercy Corps' programs;
- Represent Mercy Corps at technical meetings, industry events, and other public and media events when requested.

Supervisory Responsibility

Program Managers for all programs related to humanitarian, climate change, DRR, and resilience

Reports Directly To

Executive Director

Works Directly With

AEFI Director, Finance and Compliance Department, Operation Department, HR Department and Other Programs

Qualifications:

- Minimum master's degree or equivalent in science, engineering, environment, or related field required;
- Minimum of 10 years' relevant working experience required; experience in disaster management or climate change and private sector with a working knowledge of IT preferred;
- Demonstrated ability to build and manage relationships;
- Strong written communication skills, demonstrated through analytical and/or program report writing;
- A self-starter, with demonstrated ability to work successfully in a team, ideally in an international context;
- Demonstrated ability to build and manage relationships and to facilitate successful partnership;
- Strong written, oral communication and presentation skills;
- Full proficiency with MS Office software (i.e., Word, Excel, and PowerPoint) required;
- Fluency in written and spoken Indonesian and English required.

- Internationally recognized qualification in project or program management / a commitment to obtain such qualification in the early months of work.

Please send your CV together with form on this [link](#) with position applied on the email subject to hrd@id.mercycorps.org

Vacancy will be closed **24 April 2020** and only short listed 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