

Mercy Corps Indonesia

INTERNSHIP PROGRAM SCOPE OF WORK

INTERNSHIP TITLE: Creative Documentation Intern (Indonesian National Only)

INTERN WORKSITE LOCATION: Home-based/Jakarta

LENGTHS OF INTERNSHIP: 6-8 weeks (February 2021 – April 2021)

HOURS PER WEEK: Part-Time (20-30 hours/week)

INTERN SUPERVISOR & CONTACT INFORMATION: Director of LeaN On Program & on weekly basis with the Learning & Impact Communications Coordinator

Mercy Corps Indonesia responsibilities

For the duration of this internship assignment the intern will receive:

- Supervisory support
- Work station with internet access (to be determined following local government's regulation and organization's policy on social mobilization restrictions)
- Access to materials requirement for this project to be undertaken
- Stipend

Intern responsibilities

Intern will remain responsible for all costs associated with:

- Daily living expenses
- All other costs associated with this internship (insurance, accommodation, etc.)

PROJECT DESCRIPTION:

The Government of Indonesia issued President Regulation No. 82 Year 2020 and created a policy committee for the handling of COVID-19 and National Economic Recovery. That translates into the restructuring of the previous Taskforce to sit under the new committee and the establishment of an Economic Recovery Taskforce. With the two-prong model, the Government aims to manage the disease transmission and while concurrently optimizing its support to citizens through responsive social protection services/ schemes.

LeaN On by INVEST DM (LeaN On) program is a COVID-19 risk-communications and community engagement (RCCE) to people disabilities and marginalized members of societies that will be implemented in six cities in Indonesia (i.e. Medan, Greater Jakarta, Bandung, Yogyakarta, Greater Solo, and Greater Surabaya) in September 2020 through April 2021. The program envisions that people with disabilities and marginalized communities attain equitable access to protection during the COVID-19 pandemic through access to timely and inclusive risk-communication and linkage to supporting services/schemes.

LEARNING OBJECTIVES:

At the completion of this internships, the Intern will possess:

- Experience in being part of community of practice-group; and potential exposure to development partners' forum and meetings.
- Develop an understanding of the work and mission of Mercy Corps Indonesia's humanitarian program, specifically related to inclusive risk-communication and community engagement
- Ability to organize and analyze information
- Ability to draft programmatic communication materials
- By working with program teams, the intern will learn to articulate and capture the needs of marginalized groups into a cohesive and evidence-based program design.

DELIVERABLES:

The Communication intern will support to Mercy Corps Indonesia's LeaN On Program portfolio through the following activities. Activities will include, but not limited, to functions listed below.

- Contribute to the development of program's internal and external communication materials, including minutes, PowerPoint presentations, etc.
- Support translation of program's materials from English to Bahasa Indonesia, and vice versa
- Participate in program's selected workshops/meetings (distributing attendance list, filing, contribution to discussion)
- Any other deliverables as may be required

THE IDEAL CANDIDATE:

Mercy Corps Indonesia is looking for a candidate who is driven to develop their technical and professional as it relates to community engagement and humanitarian assistance, with a passion for writing and creative compelling documentation.

Internship candidates should demonstrate the following:

- Actively enrolled in the later year of a university program (or no more than 1 year out of university)
- Thorough notetaking and timely transcript/minutes generation
- Excellent writing and creative documentation skills (including graphic and video would be an advantage); provision of sample of work will be required prior to interview process
- Professional virtual presence and good communication skills
- Strong organization skills with attention to details
- Team player, who can also work independently
- Excellent written and spoken in Bahasa Indonesia and English
- Flexible and interested in an inclusive setting

The is a remote (home-based) internship with occasional attendance to Mercy Corps Indonesia's office in Jakarta, if necessary.

Mercy Corps Indonesia interns represent the agency both during and outside of work hours and are expected to conduct themselves in a professional manner and respect local laws, customs and Mercy Corps Indonesia policies, procedures, and values at all times and in all in-country venues.

Mercy Corps Indonesia Diversity Statement

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 Statement

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.

Mercy Corps Indonesia Office: AD Premier, 3rd Floor. Jl. TB. Simatupang No. 5, Jakarta 12550
Mercy Corps Indonesia: <https://www.mercycorps.or.id/>

In your statement, you are encouraged to discuss any relevant experience, and demonstrate your interest. Your application will be reviewed by the Mercy Corps Indonesia team and shortlisted candidates will be contacted directly for interviews.

- + Applicants must be enrolled at a university or recently graduated (no more than 1 year). +**
- + Applicants should be able to commit for two months. +**

Interested candidates should apply by emailing their CVs to syulianti@id.mercycorps.org with subject “**Creative Documentation Intern**” by February 15th, 2021 the latest.