

Mercy Corps Indonesia

Open Vacancy

Dear All,

Please find below open position.

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

IMPROVED WORKFORCE AND EMPLOYMENT READINESS THROUGH TECHNICAL DIGITAL LITERACY AND POST-SALES SERVICES SKILLS (WEDARI) PHASE II

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 Indonesia will reach 500 SMK students, teachers, and MSMI workers with workforce readiness training, mentoring, and certification. WEDARI Phase I intervened in 6 majors: mechatronics, industrial automation, welding, ship welding and mechanical, and ship engineering. Expansion for WEDARI Phase II will include engineering initiatives in software, network, ship electrical, electrical power installation, industrial electronics, and light vehicle/heavy machine and will allow more female students to be reached. The program will support SMK students with 60 hours soft skills training and mentoring on agility leadership, career preparation, post-sales service, and service excellence subjects and 32 hours hard skills training on digital technology based on requirements of each student's major. For the SMK teacher, the program will facilitate 40 hours training on agility leadership, career preparation, post-sales service, service excellence, and updated digital literacy materials for industrial subjects. In addition, SMK teachers will receive further hard skill training from experts at industrial companies and operate the latest industrial machinery. The program will support Micro, Small and Medium Industry (MSMI) workers with 24 hours soft skills training and mentoring on agility leadership, service excellence, post-sales service, digital marketing subjects and 32 hours Hard skills training and mentoring includes certification.

Through a partnership model, Mercy Corps Indonesia will leverage our relationships with the government and private sector, including: Batam City government (the Industry Agency, the Cooperatives and SMEs Agency, and the Labor Agency), Kepulauan Riau Provincial Education Agency, MSMI association, SMKs in Batam City, and Micromentor Indonesia.

An MoU between MCI and the Riau Islands Provincial Education Agency will facilitate career preparation for SMK students and added capacity for SMK teachers to be replicated in other places across the Riau islands province. In the 2nd year, we will use outreach and promotion to influence the Batam City Education Agency to adopt and replicate the WEDARI model in Batam. Moreover, through group discussions with SMKs in Batam City and SMK teachers who have participated, the program will influence

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the adoption of consistent career preparation training materials in SMK curriculum in every school, sustaining training and mentoring for the next generations.

By the end of the program at least: (i) 400 participants will complete the program, (ii) 180 participants will gain new or improved employment within 6 months of program completion, (iii) 100 participants will earn one or more industry-recognized credentials within 6 months of program completion and (iv) 500 participants will be able to demonstrate the STEM concepts learned in the program.

BATAM

Program Coordinator (PC) – WEDARI 2.0

General Position Summary

Program Coordinator will ensure to reach 500 SMK students, teachers, and MSMI workers (40% are women) with workforce readiness training, mentoring, and certification. S/he will work together with government and private sector partners, including: Batam City government (the Industry Agency, the Cooperatives and SMEs Agency, and the Labor Agency), Kepulauan Riau Provincial Education Agency, MSMI association, SMKs in Batam City, and Micromentor Indonesia. In addition, s/he will supervise a project team consisting of four people and lead the program plan, implementation, monitoring, evaluation, and learning. By end of program, S/he will ensure that the WEDARI model will facilitate career preparation for SMK students and added capacity for SMK teachers to be replicated in other places across the Riau islands province and will influence the Batam City Education Agency for the adoption of consistent career preparation training materials in SMK curriculum in every school, sustaining training and mentoring for the next generations in Batam City.

The position is based in Batam City and requires up to 40 % travel to program locations (depend on COVID-19 development).

Essential Job Responsibilities

- Prepare the kick-off program event in partnerships with Batam City government.
- Ensure the program will reach 500 SMK students, teachers, and MSMI workers (40% are women);
- Ensure at least 400 participants will complete the program by October 2024;
- Ensure at least 180 participants will gain new or improved employment within 6 months of program completion by October 2024;
- Ensure at least 100 participants will earn one or more industry-recognized credentials within 6 months of program completion by October 2024;
- Ensure at least 500 participants will be able to demonstrate the STEM concepts learned in the program by October 2024;
- Work with Kepulauan Riau Province Education Agency and Batam City Education Agency to adopt and replicate the WEDARI model on workforce readiness training, mentoring, and certification for SMK students and teachers;
- Develop a program design, monitoring and evaluation framework and plan.
- Develop annual workplan and target and provide monthly progress against the target and workplan;

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- Develop criteria to identify program participants and program partners;
- Conduct an assessment to identify program participants and program partners;
- Conduct needs assessment and GESI assessment referred to PM@MC 2.0;
- Develop a MoU or partnership agreements with program partners if required;
- Ensure the data needed for program monitoring, evaluation, learnings, reports and donor updates are available;
- Maintain regular contact with the program partners to ensure quality outputs/services and trouble shoot any administrative problems.
- Attend coordination meetings and maintain regular contact with relevant stakeholder.
- Conduct travel to project locations to monitor quality of implementation, and adjust plans and approaches to meet the program objectives and KPIs;
- Develop a set of participants' stories, which will be used to illustrate opportunities and benefits of participating in the project.
- Prepare bi-weekly report on program progress, obstacles and recommendations.
- Prepare interim and final report.

Knowledge and Experience

- University degree in Technology Industry, Social Studies, Economic, Business, or related fields
- Minimum 3 years' experience working with NGOs in Economic Opportunity Programs.
- Experience work with the local government agencies and private sectors in Economic Opportunity Programs.
- Experience work with Vocational High School (SMK) and Micro, Small and Medium Industry (MSMI) would be an advantage.
- Experience in soft skills and hard skills training and mentoring for SMK students, SMK teachers, and MSMI workers would be an advantage.
- Experience using digital data tools.
- Understanding of working together with government and private partners.
- Experiences work with the private company or private foundation donor would be an advantage;
- Proven experience managing diverse and disparate projects.
- Experience in managing staff and understanding the need for regular support and follow-up to ensure that project objectives are being met.
- Commitment to working with vulnerable groups in need regardless of race, religion or gender.
- Good problem solving, and written and oral communication skills.
- Ability to work without constant supervision and as part of a mixed team.
- 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,

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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

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

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

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: **“WEDARI_Position_Your Name”** to hrd@id.mercycorps.org.

The vacancy will be closed on **11 December 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