

Open Vacancy

Dear All,

Please find below open position.

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

AMBON, MALUKU

SENIOR COMMUNICATIONS OFFICER – NZMATES PROGRAM

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 from or adjust easily to misfortune or change.

Program Summary

The New Zealand – Maluku Access to Renewable Energy Support (NZMATES) aims to accelerate renewable energy (RE) development to improve access to energy on Seram and surrounding islands in Maluku province. The five-year program is funded by the New Zealand Government Ministry of Foreign Affairs and Trade (NZMFAT) and is implemented by renewable energy company Infratec Ltd. in partnership with Mercy Corps Indonesia. NZMATES is working towards promoting and accelerating the identification of renewable energy projects and increasing their attractiveness and viability, through developing social and environmental assessments, technical considerations, and facilitating investment and funding from government, private sector, or other donors. NZMATES has partnered with and collaborates closely with PLN, EBTKE, Dinas ESDM, and BAPPEDA on increasing the use of renewables and improving energy access through grid-connected and off-grid RE projects.

The NZMATES Team is based in Ambon and provides support to fill gaps in knowledge, resources, and research, and that projects are aligned with the Government of Indonesia and community development framework and objectives. The proposed support for RE projects includes assistance with project identification and appraisal, technical and social assessments, finance matching, and project design to strengthen long-term sustainability. NZMATES is also intended to enhance local public and private sector capacity and offer opportunities for direct training, technical exchange programmes, and interaction between Maluku educational institutions and NZ renewable energy specialists.

NZMATES is a uniquely flexible programme which is designed to respond to the needs and priorities of partner organisations and changing realities on the ground. This requires a proactive approach to collaboratively design work plans and programme activities on an ongoing basis (usually every 6 months).

General Position Summary

The Senior Communications Officer (SCO) will be responsible for updating and maintaining a communications strategy and leading the successful implementation of the strategy in collaboration with the NZMATES Programme team. The SCO will be based in Ambon and work to support the NZMATES Programme team by communicating the results, achievements, lessons learned and stories from the field. This role will also manage and update the NZMATES website and social media, as well as producing a regular newsletter to stakeholders, and supporting the NZMATES team with organization and promotion of events.

The Senior Communications Officer will also support knowledge and data management for the NZMATES programme, including supporting the collection, analysis and management of monitoring, evaluation and learning data, and with the translation of documents between English and Bahasa Indonesia as required. The Officer will also support to coordinate regularly with NZMATES government partners (PLN, EBTKE and Dinas ESDM), educational institutions and other relevant stakeholders at the local, provincial and national level. Finally, the Officer will support the production of donor reports as required.

The position is based in Ambon, Maluku, Indonesia and requires some travel to project locations in Maluku, including to remote areas. Some occasional travel outside Maluku may also be required.

Essential Job Responsibilities

COMMUNICATIONS AND OUTREACH

- Lead the implementation and monitoring of NZMATES' communications strategy and plan, and lead the regular review of the strategy in collaboration with other team members.
- Lead the production of internal and external communications, assisting in the sub-editing and proof reading of communications products including but not limited to website news items, press releases, presentations, brochures, social media posts, case studies, photographs and video.
- Manage the NZMATES website, in consultation with programme leadership, and keep it updated with relevant programme information, resources and multimedia material.
- Keep the NZMATES social media up-to-date, in consultation with programme leadership, and coordinate the production and distribution of an NZMATES newsletter for stakeholders.
- Prepare and supervise communications material for events, including but not limited to public outreach strategies, banners, suggested Facebook and Twitter posts, liaison with media, and documenting programme highlights and lessons learned for future initiatives.
- Work closely with the Stakeholder Engagement & Partnership Officer (SEPO) to ensure photos, testimonies, audio and other media inputs are captured for each event and activity, and uploaded into the project management database/communication channels.
- Produce public relations/promotional materials for events and project activities, including brochures, factsheets, presentations, and other publications, facilitating distribution as necessary.
- Produce high-quality communications materials including invitations, announcements, media releases, flyers, brochures, videos, infographics, and others.
- Assist in production of capacity building communication material e.g. toolkits, publications, documentary, etc. as well as training materials where required.
- Design and implement media campaigns for programme activities where required, and analyze and monitor media coverage of NZMATES activities or other events relevant to the programme.

- Draft press briefings and press releases.
- Support Community Engagement Officers to build relationships and networks with communities to encourage their participation in local activities and projects to strengthen civic participation. This includes maintaining awareness of community needs and issues.
- Support, and in some cases lead, the preparation of written reports, drafts section of studies, e-briefings, policy documents and case studies.
- Document programme activities through photos, video and audio as required.
- Support and coordinate with other colleagues to collect and manage essential data.
- Assist in the preparation of programme reports (monthly, quarterly, annually and end-line) and templates.
- Oversee knowledge and data management, including digitization and digital storage of data and documents and sharing of key programme documents with Mercy Corps Indonesia, Infratec Ltd. and others as required.
- Develop and share visual data reports with relevant staff.
- Manage relationships with consultants/partners to develop communications collateral if required.
- Share learning from documentation process with the wider team.
- Support in improving learning and documentation mechanisms in the projects.
- Support the development and management of relationships with partners and stakeholders.
- Serve as the focal point to develop and disseminate information related to NZMATES with MCI.

MONITORING, EVALUATION, AND REPORTING

- In consultation with the Programme Manager and Programme Advisor, develop and monitor communications strategy success measurement for the program.
- Monitor and provide advice on emerging communications issues and proposed directions.
- Support the PM and MEL& Reporting Specialist in the collection, analysis and communication of programme monitoring, evaluation and learning data.
- Provide quality, timely and accurate data, information, advice, and reports as required.

Qualifications:

- Bachelor's degree or higher in communication, journalism, international relations, and/or similar field. Postgraduate level qualification an advantage;
- A minimum of 5 years of experience as media or communication officer. Experience of working with donor-funded projects will have an added advantage;
- Demonstrated experience in Communication, Media and Public Outreach, with a proven track record of successful packaging of communication materials to multiple audiences.;
- Prior experience in the renewable energy and/or international development field preferred;
- Fluency in English verbal and written communication is mandatory;
- Strong writing and editing skills, both in Bahasa and in English;
- A proven ability to effectively manage relationships with media representatives, government officials, community groups and partners;
- Ability to develop strategy planning, implementation and evaluation on media relation and communication for public and network in national and international level;
- Able to provide inputs on media and communication strategy;
- Excellent communications skills, both verbally and in writing;

- Fully computer literate and tech savvy, knowledge of design, video and photo-editing software an advantage. Skills in MS Office, including Word, Excel, Power Point, Desktop Publisher, Photoshop and other graphics software is required;
- Experience with Drupal website content management system an advantage;
- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.;
- Proven writing, editing, design, videography, or photography skills;
- Demonstrated skill in program communication, development of information and Communication material;
- Ability to produce analytical and well-presented reports and publications.

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: “NZMATES_SCO_Your Name” to hrd@id.mercycorps.org .

The vacancy will be closed on **18 July 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