

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.

CETING (CEGAH STUNTING PROGRAM) THROUGH INCREASING ACCESS TO WATER, SANITATION & HYGIENE (WASH) AND HEALTH EDUCATION FOR HEALTH CADRES AND WOMEN'S GROUP

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 form or adjust easily to misfortune or change.

Program / Department Summary

Kelurahan Cisalak is one of six sub-districts located in Sukmajaya District, Depok City, West Java. The total population in Cisalak reached 17,264 people consisting of 8,644 men and 8,620 women with a total household of 5,490 families with a population density of 6,474 people/km² with an average of 4 people per household. The number of poor individuals is quite large in the Cisalak area, based on the number of beneficiaries from the Integrated Social Welfare Data (DTKS) of approximately 8,000 out of a total of 17,000 people who are recipients of economic assistance, most of them live in Zone 2.

Cisalak is also facing serious sanitation and clean water issues, especially in Zone 2 where it is a densely populated area where many septic tanks are built close to water sources and have the potential to pollute it. Based on the social mapping report, the community uses groundwater as a source of drinking water. The large number of septic tanks adjacent to water sources has the potential to contaminate clean water sources. Preliminary test results show groundwater is not safe for drinking water. Meanwhile, in a report issued by the National Team for the Acceleration of Poverty Reduction (TNP2K)¹, one of the 4 main factors causing stunting is the issue of sanitation and clean water. A synergy between a Corporate/Corporate Foundation and Mercy Corps Indonesia aims to contribute to stunting prevention in Depok and catalyze collaboration with the wider stakeholders in the city.

¹ TNP2K reports; 100 Priority Regencies/Cities for Stunting Intervention. 2017, Pg. 7

Jakarta

1. PROGRAM COORDINATOR (PC) – CETING

General Position Summary

The Program Coordinator will ensure that at least 500 women of reproductive age (100 are girls who are 15-18 years old from youth organization in Kelurahan Cisalak) have access health and WASH messages through IEC Family Planning, Stunting, Anemia and Nutrition & WASH materials and training, and 150 Households access to clean water through 3 Communal Water Station (CWS). S/he will supervise a project team consisting of three people and lead the program plan, implementation, monitoring, evaluation, and learning. In addition, she/he will collaborate closely with the Indonesian Midwives Association (IBI) and PUSKESMAS in Depok City to identify 5 health care professionals and 25 health cadres who will deliver the education to 500 women and Senior High Schools/Youth organizations in Kelurahan Cisalak.

**This position is subject to funding for national Indonesian and will be based in Jakarta, Indonesia.*

Essential Job Responsibilities

- Coordinate with local stakeholders, including BKKBN Depok City, PD IBI Depok City, Depok City Health Agency, Depok City Public Work Agency, PUSKESMAS of Kelurahan Cisalak, Kelurahan Cisalak Government, Sukmajaya District Government, Women Groups, Youth Groups, and Senior High Schools in Kelurahan Cisalak.
- Ensure the program will have 400 women of reproductive age (member of 25 women groups) and 100 are girls (member of youth organization) participate in Family Planning, Stunting, Anemia and Nutrition & WASH training.
- Ensure the program will train 5 health care professionals and 25 health cadres.
- Ensure the program will construct 3 Communal Water Station (CWS) and 150 household will have access.
- Ensure the program will train 10 WASH Committee members.
- Ensure the program will secure operational budget from city gov for sustainability through the BAST document.
- Ensure the baseline and endline data collection will be conducted following the schedule which agreed with the funder.
- Develop a program monitoring and evaluation framework and plan.
- Develop monthly workplan and target and provide monthly progress against the target and workplan.
- Attend biweekly meetings, maintain regular contact with funder, and response to funder's question or concern.
- Prepared the progress of program for biweekly meeting with funder.
- Ensure the data needed for program monitoring, evaluation, learning and report are available.
- Conduct travel to project locations to monitor quality of implementation and adjust plans and approaches to meet the program objectives.
- Develop a set of stories of women participants and health care professionals/cadres, which will be used to illustrate opportunities and benefits of participating in the project.
- Prepare final report.

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Knowledge and Experience

- University degree in Agriculture, Social Studies, Economic, Business, or related fields
- Minimum 3 years' experience working with NGOs in Emergency, Recovery and Livelihood Programs.
- Experience worked with the local government agencies in Emergency, Recovery and Livelihood Programs.
- Experience of working with the District/City Bappeda, Health, Public Works Agencies would be an advantage.
- Experience of working on WASH programs would be an advantage.
- Experienced in deliver capacity building for women and youth.
- Experience using digital data tools.
- Experience working with the private company or private foundation donor would be an advantage.
- Understanding of working together with local partners.
- 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 communication skills.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

2. MONITORING, EVALUATION, RESEARCH, AND LEARNING (MERL) OFFICER – CETING

General Position Summary

Under the leadership of the Program Coordinator, The Monitoring, Evaluation, Research and Learning (MERL) Officer will be responsible to support the development of program's MEL system, including strategies and tools for measurement, data management protocol, and evidence-based learning and decision making. The MERL Officer will responsible to implement and improve program MERL in consultation with MCI's PaQ Manager to achieve the program impacted: that at least 500 women of reproductive age (100 are girls who are 15-18 years old from youth organization in Kelurahan Cisalak) have access health and WASH messages through IEC Family Planning, Stunting, Anemia and Nutrition & WASH materials and training, and 150 Households access to clean water through 3 Communal Water Station (CWS).

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Essential Job Responsibilities

- Develop the MEL Plan including Result Framework, Logical Framework, Indicator Plan and Program Participants tracking plan. In addition, implementation of the MEL Plan for program activities, outputs, and outcomes, including appropriate methodologies and data collection frequency.

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- Develop data flow map and information management plan.
- Develop digital data collection tools, include data visualization system/dashboard based on program outcome and output indicators.
- Support the collection, aggregation, storage, and analysis of indicator data for dissemination and use.
- Develop, maintain, and implement a data analysis plan for reflecting on outputs, outcomes, goal, and assumption indicators.
- Revisit and revise MEL Plan to ensure its relevancy over the life of the program.
- Establish and regular update of program Indicator tracking in TOLA.
- Regular tracking of Program Participants' Sex and Age Disaggregated Data (SADD)
- Design needs and GESI assessments, and baseline and endline data collections.
- Ensure the data needed for program monitoring, evaluation, research, learning, and report are available.
- Support the Program Coordinator to prepare bi-weekly report on program progress, challenges, and recommendations.
- Support the Program Coordinator to prepare PDM and final reports.
- Support the Program Coordinator to develop monthly workplan, budget, and target and provide monthly progress against the target and workplan.
- Manage program data and files in accordance with the MCI standard filing structure in the Synology storage platform or MCI Data Center.
- Develop and conduct MEL capacity building and training plans for program team and partners as needed, and serve as a resource for program staff, advising on activity design and evidence-based programming.

Knowledge and Experience

- Bachelor Degree in Mathematics, Statistics, or other relevant field.
- Minimum 3 years' experience working as MERL Officer.
- Familiar with research methodologies or have experience in project research.
- Having knowledge of Mercy Corps' PM@MC 2.0 would be an advantage.
- Having experience conducting baseline-end line survey and measure the behavior change would be an advantage.
- Having experience with digital financial services and digital marketing, digital training and mentoring would be an advantage.
- Proven experience Working with the digital data collection tools.
- Proven experience of data analyst with proper software.
- Culturally sensitive and able to work effectively with a wide range of people in community level.
- Demonstrated, developed facilitation and engagement skills.
- Knowledge on disaster response and recovery will be an advantage.
- Computer literate: excellent skills in MS Office, especially MS Excel in particular and Internet navigation are required.

3. TRAINING AND MENTORING PROGRAM OFFICER (TMO) - CETING

General Position Summary

Training and Mentoring Program Officer will support the Program Coordinator design the training, mentoring strategy, plan, and tools development for the program and provide technical supervision of the training and mentoring activities to ensure that at least 500 women of reproductive age (100 are girls who are 15-18 years old from youth organization in Kelurahan Cislak) have access health and WASH messages through IEC Family Planning, Stunting, Anemia and Nutrition & WASH materials and training, and 150 Households access to clean water through 3 Communal Water Station (CWS). In addition, S/he will support the program coordinator to design the training for 5 health care professionals, 25 health cadres, 10 WASH committee members, and measure the behavior changes.

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Essential Job Responsibilities

- Support the Program Coordinator to ensure 500 women of reproductive age (100 are girls who are 15-18 years old from youth organization in Kelurahan Cislak) have access health and WASH messages through IEC Family Planning, Stunting, Anemia and Nutrition & WASH materials and training.
- Support the Program Coordinator to ensure 150 Households access to clean water through 3 Communal Water Station (CWS).
- Based on needs and GESI assessments, technical and economic communal water station assessment, develop training and mentoring workplan, IEC, and materials on health and WASH education, and WASH committee.
- Support the Program Coordinator to develop a set of visibility tools which will be used to illustrate opportunities and benefits of participating in the program, including participants stories, videos, photos, etc.
- Support Program Coordinator to prepare PDM and final reports.
- Support Program Coordinator to develop monthly workplan, budget, and target and provide monthly progress against the target and workplan.
- Support Program Coordinator to prepare the consultant SoWs needed to reach the program key success metrics.
- Support Program Coordinator to develop partnership agreements with government agencies and key partners.
- Ensure the data needed for program monitoring, evaluation, learning and report are available.
- Attend coordination meetings and maintain regular contact with relevant stakeholders.
- Conduct travel to project locations to monitor quality of implementation and adjust plans and approaches to meet the project objective.

Knowledge and Experience

- University degree in Economic, Business, Social Studies, Public Health, or related fields.
- Minimum 3 years' experience working with NGOs, Local Government Agencies, and Private Sectors in Emergency, Recovery and Livelihood Programs.

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- 3+ years' experience working as a training and mentoring officer in development programs.
- Experience in design and deliver training and mentoring on health education (including WASH) for women and youth would be an advantage.
- Experience in design and deliver training and mentoring to WASH Committee members would be an advantage would be an advantage.
- Understanding of working together with local partners and local government agencies.
- Good communication skills.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

DEPOK

4. PROGRAM OFFICER (PO) - CETING

General Position Summary

Program Officer will support the Program Coordinator to ensure that at least 500 women of reproductive age (100 are girls who are 15-18 years old from youth organization in Kelurahan Cisalak) have access health and WASH messages through IEC Family Planning, Stunting, Anemia and Nutrition & WASH materials and training, and 150 Households access to clean water through 3 Communal Water Station (CWS). S/he will collaborate with relevant Depok City Government Agencies and local stakeholders (including senior high schools/vocational schools) to onboarding WASH Committee members, health care professionals, health cadres, women adult and youth, women organizations, and youth organizations. In addition, s/he will be organizing all logistics for program-related meetings, workshops, trainings, and or mentoring. This includes identifying venues for training, materials, arranging snacks and meals, managing consultants' contract, and other activities based on the program's plan and guidance.

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Essential Job Responsibilities

- Organize and supervise implementation of needs and GESI assessment and technical and economic communal water station assessment.
- Identify target of the program participants and locations based on the program criteria and consultations with local stakeholders.
- Supervise the baseline and endline data collections.
- Coordinate with key program partners at city, sub-district and kelurahan levels to fulfil the deliverables agreed on.
- Coordinate with Depok City government agencies and women and youth organizations in selected locations.
- Prepare the kick-off program event in partnership with local stakeholders (if needed).
- Organize delivery of Training of Trainers (ToT) for health care professionals and health cadres based on the project's plan and guidance.
- Organize implementation of training and mentoring for 650 program participants and 10 WASH Committee members in selected locations based on the project's plan and guidance.
- Support the Program Coordinator and Consultant to construct 3 Communal Water Station (CWS) and 150 household will have access

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- Collect data monitoring data based on established indicators as per the program's plan and guidance.
- Maintain close regular contact with the Depok City government agencies and local partners to ensure quality outputs/services and trouble shoot any administrative problems.
- Support the program coordinator to implement program visibility plan.
- Support the program coordinator to prepare PDM and final reports as required by the donor.
- Attend coordination meetings and maintain regular contact with relevant stakeholders.
- Participate in the bi-weekly call.
- Conduct travel to project locations to monitor quality of implementation and adjust plans and approaches to meet the program objectives.
- Maintain the program filing and documentation system, including maps, photos documentation/ management and media monitoring files, minutes of meeting, field documents/ assessment, training materials/ modules, contracts, agreements and other administrative/ logistics documents in coordination with the Program Coordinator/ Training and Mentoring Officer/ MEL Officer. Collect and catalogue program resource materials.
- Support the program team in handling and following up the procurement needs, in accordance with the Field Procurement Policies and Procedures (FP3).
- Assist team members and consultants in all administrative matters such as vehicle use, travels, and others, in coordination with the YMCI Operations Team

Knowledge and Experience

- University degree, preferable in social sciences, economics, rural development.
- 3+ years' experience working in development programs with emphasis on economic development in rural setting (experience in training and mentoring programs for women adult and youth would be an advantage).
- Strong organizational skills.
- Computers skills with strong familiarity with Microsoft Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- English verbal and written communication skills.
- Willingness to travel to project sites on a regular basis.

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.

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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** and a **cover letter** that specifically addresses how you will handle this job responsibilities, together with the form on this [link](#) with the subject: **"CETING_Position_Your Name"** to hrd@id.mercycorps.org.

The vacancy will be closed on **20 August 2023** 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