

## **Open Vacancy**

Dear All,

Please find below open position.

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

# **MANAGING RISK THROUGH ECONOMIC DEVELOPMENT (MRED) IN INDONESIA**

## **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 form or adjust easily to misfortune or change.

## **Program Summary**

Managing Risks through Economic Development (M-RED Indonesia) is a program that operates primarily in Palu in Central Sulawesi to elaborate programming in the so-called Disaster Risk Reduction "DRR-Livelihoods Nexus" by developing and implementing Disaster Risk Reduction activities that simultaneously promote local economic development and generate income. In close collaboration with the Provincial and District Disaster Management Agency (BPBD) the program works with vulnerable smallholder farmers in two sub districts, namely Lindu and Kulawi in Sigi district to promote livelihood interventions that are more resilient against floods, landslides, droughts, soil erosion and the effects of climate change.

M-RED promotes best practices in community-based Disaster Risk Reduction (CBDRR), while taking a Market Systems Development (MSD) approach by providing bundled services to the most vulnerable smallholder farmers to leverage economic incentives for risk reduction outcomes. The program has a research and learning component to evaluate the relationship and effectiveness of the "nexus" model to achieve impacts on resilience capacities and responses, and on both the economic and risk reduction impacts as well as drawing on the wider MRED lessons' learning in the region (Nepal & Timor Leste).

## **1. Geographic Information System (GIS) officer – Palu**

### **General Position Summary**

The Geographic Information System (GIS) officer is responsible developing a GIS for Managing Risk through Economic Program (MRED). S/he will coordinate with team in MRED Program to provide information and collecting data. She/He must ensure that GI systems and data are fully integrate with Mercy Corps' M&E system. M-RED needs to have spatial information on hazard, topography and climate change as basic to understand the disaster and climate risk. The spatial information will be displayed as several thematic maps.

This position will be based in Palu in Central Sulawesi with regular visit to the field in the target villages where the environment is largely stable but the living conditions may be rudimentary.

### **Essential Job Responsibilities**

- Hazard map on flood and landslide in Sigi District level as BNPB methodology;
- Hazard map on flood and landslide in Kulawi Sub-district as BNPB methodology (including sub-thematic map on slope, type of soil);
- Hazard map in flood and landslide in Dolo Selatan sub-district as BNPB methodology (including 3 sub-thematic map on slope, type of soil, and land use/land cover);
- Producing analyze map;
- Disseminating internally on result of analyzing through displaying information based on geographical references.

### **Qualifications:**

- Minimum Bachelor Degree from Geodetic / Geomatics / Geography or other relevant major with Geographic Information System (GIS);
- Minimum 3 years experiences to conduct hazard/disaster mapping, climate risk mapping;
- Familiar with BPBD Methodology on hazard assesment and BMKG information on climate change;
- Have a strong knowledge on GIS and Spatial Analysis;
- Experienced using QGIS or ESRI family Product;
- A strong technical background on geographic information system and proven ability to develop systems for accurate and timely program for data collecting, displaying and sharing the information.

## **2. Site Engineering Officer (SE) - Palu**

### **General Position Summary**

Site Engineer will support DRR team and responsible for planning, surveying, preparing design and estimates and drawing of various civil engineering projects for structural mitigation, developing project implementation strategies, ensuring quality/quantity of construction materials, supervising infrastructure projects, and coordinating with community/contractors, program teams and key stakeholders (i.e. DPTs and Government). Site Engineer together with the DRR team will provide overall technical input and ensure pre-determined quality engineering standards are met during and at the end of each project.

This position will be based in Palu in Central Sulawesi with regular visit to the field in the target villages where the environment is largely stable but the living conditions may be rudimentary.

### **Essential Job Responsibilities**

- Assist DRR team to arrange, facilitate and conduct feasibility studies, surveys and need assessments, as required for the ongoing Mitigation need assessment, planning, and design in selected communities and areas;
- Assist DRR team to prepare project designs, estimates and drawings as required, including a list of materials & labor, technical specifications needed, contract documents and project implementation plans;

- Based on the complexity of design or magnitude of the project, Site Engineer will assist DRR team on deciding if the project should be managed by a qualified contractor or through a community managed process;
- Assist the DRR Field Assistance team to review and finalize each construction supervision check list;
- Assist the DRR Field Assistance team to interview skilled construction workers and community contractors that are selected by KSB;
- Ensure quality of construction materials during the procurement process; check quality/quantity of materials delivered to warehouse or onsite;
- Assist the DRR Field Assistance to conduct regular monitoring and supervision of all aspects of construction projects, assist in the selection of workers, contractors, or service providers; prepare monitoring checklists for use by program teams and/or KSB;
- Verify and recommend a payment/progress certificate of a project;
- Ensure a safe working environment for all people involved in project implementation;
- Assist the DRR Field Assistant to maintain a quality control of material and equipment continuously;
- Make log book of supplies and materials on site; prepare site visit and monitoring reports, make recommendations for improvement of implementation as needed;
- Assist the DRR Team and the procurement team by providing all technical specifications needed for preparing tenders, in addition to assisting the procurement team by reviewing the technical profiles from contractors;
- Provide advice on the official handing over of projects to communities/KSB/Head of Village;
- Maintain contact with relevant government departments on Mercy Corps activities and gather information on relevant government norms and standards; assist in process of getting approval from relevant departments for Mercy Corps projects and advise program teams on what paperwork should be obtained for construction;
- Report all progress of construction works to DRR Coordinator and Program Manager.

**Qualifications:**

- Bachelor's degree in Civil Engineering or Construction Engineering or relevant engineering experience with minimum of 3 years relevant experience;
- Should possess strong interpersonal skills and the ability to communicate effectively with community members, contractors and laborers;
- Relevant training in construction technology preferred;
- Satisfactory level of written & spoken in English and local language;
- Computer skills in Word, Excel and AutoCad are required;
- Minimum 3 years of design and construction supervision experience in the field;
- Experience in implementing community – based projects, including infrastructure;
- Area knowledge of Sigi District.

**3. MEL and CARM Assistant - Palu**

**General Position Summary**

Under the leadership of the Program Manager, The Monitoring, Evaluation, and Learning (MEL) and Community Accountability and Reporting Mechanism (CARM) Assistant will be based in Palu, Central Sulawesi and responsible to support the development of program's MEL and CARM system, including

strategies and tools for measurement, data management protocol, and evidence-based learning and decision making. The MEL & CARM assistance will responsible to implement and improve program MEL and CARM in consultation with MEL Officer, National MEL Coordinator and National CARM focal point. S/he will monitor program activities and indicator tracking in close collaboration with the other team members, collecting lessons learned as well as supporting the development of narrative progress and evaluative reports for the project.

This position will be based in Palu in Central Sulawesi with regular visit to the field in the target villages where the environment is largely stable but the living conditions may be rudimentary.

### **Essential Job Responsibilities**

Collaborate closely with the MEL Officer of MRED Program and consult with National MEL Coordinator and National CARM Focal point in developing and establishing Monitoring, Evaluation and Learning systems that serve the needs of the program, including:

- Support the development and refinement of the MEL Plan including Result Framework, Logical Framework, Indicator Plan and Program Participants tracking plan; And implementation of the MEL Plan for program activities, outputs, and outcomes, including appropriate methodologies and data collection frequency.
  - Develop data flow map and information management plan;
  - Develop data collection tools (e.g. surveys, questionnaires, interviews, FGDs, etc.), paper based and digital data collection tools, include data visualization system/dashboard;
  - 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)
- 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;
- Lead and support in the program's reporting requirements, including weekly, monthly, quarterly, and annual reports as well as evaluation design and implementation;
- Support development and activation of program CARM, including socialize CARM channels to program participant, maintain and monitoring program CARM channels under coordination with National CARM focal point, and develop update report of program CARM

### **Qualifications:**

- Bachelor Degree in Mathematics, Statistics, or other relevant field;
- Minimum 2 years' experience working in monitoring and evaluation, especially for disaster management program;
- Familiar with research methodologies or have experience in project research;
- Have experience conduct baseline-end line survey or disaster impact assessment;

- Have experience on writing MEL Report;
- Proven experiences Working with open data kit tools for data collection;
- Proven experiences on data analysisist with proper software;
- Cultural sensitive and able to work effectively with a wide range of people in community level;
- Demonstrated, developed facilitation and engagement skills;
- Knowledge on DRR will be an advantage.

#### **4. Livelihood Program Assistant (LPA) - Palu**

##### **General Position Summary**

Livelihood Program Assistant (LPA) is responsible for and works directly with the Community / Farmers and other Stakeholders at the MRED program location in Sigi Regency, Central Sulawesi. In addition, the Livelihood Assistant also acts as a companion and provides technical support to Agricultural Students who assist the community / farmers in the MRED program locations.

This position will based in Palu in Central Sulawesi with regular visit to the field in the target villages where the environment is largely stable but the living conditions may be rudimentary.

##### **Essential Job Responsibilities**

- With the guidance from the Livelihood Coordinator, he/she will mobilize communities both from Dusun and Desa levels to meaningfully engage in the programme;
- Help carry out market assessments among the target communities;
- Assist the District Coordinator as well as both the Livelihood and DRR Technical Coordinators to select the most vulnerable households for livelihood interventions, in line with their DRR needs;
- Assist in developing work plans for livelihood components;
- Coping strategies and activities to address existing constraints in agriculture livelihood, including current strategies to ensure stable purchasing power or food production for household consumption;
- Design the demo plots and harvest events to reach farmers/target participants;
- Develop the capacity building plan for the target farmers/program participants;
- Facilitate access to Good Agricultural Practice (GAP) in collaboration with the local agricultural input suppliers and local traders;
- Ensure quality and consistency of the GAP trainings and teaching materials across all project areas;
- Work with BUMDes to assess or explore options how it can serve as a Business Hub for the programme participants/farmers;
- Facilitate access to market;
- Work together with livelihood coordinator to facilitate training on financial literacy and financial management among the target farmers;
- Contribute to monthly, quarterly or annual reports, as required.

##### **Qualifications:**

- Bachelor of Agriculture, or relevant subject matter or equivalent combination of education and experience;
- At least 2 years of working experience in livelihood programmes at the community level;

- Training and workshop facilitation skills;
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members;
- The ability and desire to grow individually and professionally;
- Have at least 2 years of experience working as a community assistant / farmer in the village;
- Have knowledge and skills about good and environmentally friendly agricultural practices.

## **5. Disaster Risk Reduction (DRR) Assistant - Palu**

### **General Position Summary**

Assistant will be responsible for directly working with the communities, support the implementation of DRR activities in the field (Kecamatan, Village and Kampong) and maintain good relations with all relevant stakeholders (village government, BPBD, Village DRR Forum, communities, etc.).

This position will be based in Palu in Central Sulawesi with regular visit to the field in the target villages where the environment is largely stable but the living conditions may be rudimentary.

### **Essential Job Responsibilities**

- With the guidance from the DRR Technical Coordinator, he/she will mobilize communities both from Dusun and Desa levels to meaningfully engage in the programme;
- Assist the District Coordinator as well as both the DRR Technical Coordinator and Livelihood Coordinator to select the most vulnerable communities and finalize the project location within the two sub-districts;
- Develop or assist in the development of specific MRED activities to be carried out at the village and kampung level (including needs identification, assessment, site selection, etc.);
- Assist in developing work plans;
- Be responsible to develop key DRR documents/ assessment tools in Bahasa Indonesia/English;
- Assist his/her Supervisor in planning, developing, implementing and evaluating project activities in line with set targets;
- Communicate regularly with other MRED staff (MRED Manager, DRR Technical Coordinator, Livelihood Technical Coordinator, DRR Assistants, GIS Specialists and other Field Officers) to ensure activities at the Village level benefit from the best ideas and input available;
- Help carry out different types of Assessments, i.e. Participatory Disaster Risk Assessment (PDR), Vulnerability and Capacity Assessment and Integrated Community Action Plan (ICAP) at MRED Indonesia communities across target villages;
- Facilitate support and capacity building to communities to:
  - a. Identify and develop detailed DRR and mitigation implementation plans, and execute the plans
  - b. Identify available community based Early Warning Systems and facilitate their development
  - c. Work with communities and local partners to devise contextual and responsive Early Warning Systems
- Identify capacity gaps and facilitate capacity-building activities for BPBDs at the provincial and particularly at the district level. The capacity building will include but not limited to:
  - d. Disaster management committee governance
  - e. Early Warning System

- f. First aid
- g. Disasters' simulation and action planning
- h. Awareness raising around DRR (through media or community event).
- i. Review/development of CBDRR Training Manual and facilitate endorsement from the BPBD.
- Develop, update monthly and implement work plan based on the program design and implementation in accordance with program budget and timeframe.;
- Ensure MRED Indonesia DRR activities are in line, and supplementary with the Resilient Village activities!

#### **Qualifications:**

- Degree in relevant subject matter or equivalent combination of education and experience;
- At least 2 years of working experience in DRR programmes at the community level;
- Training and workshop facilitation skills.

#### **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: “**Position\_MRED\_Your Name**” to [hrd@id.mercycorps.org](mailto:hrd@id.mercycorps.org).

The vacancy will be closed on **01 June 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