

## **Open Vacancy**

Dear All,

Please find below open position.

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

## **Zurich Flood Resilience Alliance**

### **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 'Zurich Flood Resilience Alliance' is an alliance of ten organizations including international NGOs, private sector and research organizations, who have come together with the support of the Zurich Foundation to drive better policy and practice to reduce the negative impact of floods on people's and communities' ability to thrive. The Alliance has launched formally on 1 July 2018 and run for five years to 30 June 2023, globally. During this time, the partners will together implement a combination of pilot programs, research, knowledge management and work to persuade donors, policy-makers and practitioners to invest in flood prevention and preparedness through:

- Increased and more effective financial investments in flood resilience
- Improved global and national policy for increased pre-event action to flood resilience;
- Improved practice in flood resilience by key stakeholders.

Mercy Corps is leading the 'influencing and advocacy' work within the Alliance, as well as making substantial contributions to workstreams on knowledge management, research, and piloting innovative field programming with communities, business and government. As part of their advocacy role under Zurich Flood Resilience Alliance (ZFRA) Program, Mercy Corps Indonesia aims to enrich the local development process by fostering an innovative and more effective budget allocation for programs related to water resource management, particularly those that tied with climate change context. This approach will support local government in addressing flood issue by providing alternative funding channel, in addition to their current channel which more often than not are lacking to completely address the issue.

Affected by compound risk, In Pekalongan City over 70% of households experienced the socio-economic impact of COVID-19. Alongside the harrowing direct health impacts, the economic impacts of the COVID-19 crisis have been ravaging for the two key industries in the area. Despite the severe multi-dimensional negative impacts of COVID-19 across the country, the Indonesian government's budgets at all level are now focusing more to address immediate health needs and social support. It creates funding gap in other sectors that might need critical attention. Medium-term and longer-term recovery initiatives will be critical to work towards, especially ones that are able to concurrently address building climate resilience and economic recovery.

## **Program Administrative Assistant – Jakarta**

### **General Position Summary**

The Program Admin Assistant will responsible for all administration issue of Mercy Corps' ZFRA program. He/She will lead the management of all program-administrative matters for the field staff, guests and consultants including formal and informal letters, vehicle use, travel advances, arrangements and accommodations, use of computers, internet and office space, timesheets and leave requests, supplies etc. He/She will also handle all procurement needs, according to procurement guidelines.

The Administration Assistant will supervise and provide support for ZFRA Program and ensuring that the program filing system is well-maintain to mercy corps minimum standards. He/She will provide support in managing all of the program documents as structured in MCI Filing Tree, provide translations from Bahasa Indonesia to English and vice versa and provide summary for the documents as needed.

The position is based in Jakarta, Indonesia and it requires up to 10% travel of the time.

### **Essential Job Responsibilities**

- Assist program startup and ongoing program management and administration of ZFRA program teams;
- Contribute to ensure that program implementation is responsive to communities and partners and consistent with Mercy Corps' relevant program guidelines, principles, values, quality standards and strategic plan;
- Contribute to the development of partners' MoUs and contracts & oversee an implementation program for program partners;
- Contribute to and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and Mercy Corps policies and procedures;
- Provide support in ensuring that Mercy Corps' Program Management Minimum Standards based on the organization-wide guide are met;
- Establish and maintain appropriate filing systems for program correspondence, including but not limited to donor emails, reports, workplans, contracts, revised budgets, etc;
- Co-ordinate any other necessary administrative and office management details on behalf of the Program Manager.

### **Qualifications:**

- BA/S or equivalent in secretarial, public administration or other relevant field;
- 3+ years of experience in development program resilience program management in Indonesia;
- Experience working as part of a multi-disciplinary team;
- Experience in networking, documentation, knowledge management, and development of information, education, and communication material for development, climate change resilience and disaster risk reduction programs;
- Strong communication skill is mandatory;
- Fluency in English verbal and written communication is mandatory;
- Strong familiarity with Microsoft Word and Excel are mandatory.

### **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: "PA\_ZFRA\_Your Name" to [hrd@id.mercycorps.org](mailto:hrd@id.mercycorps.org).

The vacancy will be closed on **06 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