

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.

IUWASH PASAR PROGRAM

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 Summary

Mercy Corps Indonesia has worked for over 20 years and is implementing the IUWASH Pasar Program funded by USAID/Indonesia. The overall goal of IUWASH Pasar is to catalyze and grow local markets for water, sanitation, and hygiene (WASH) products and services in Indonesia's vulnerable urban areas. To achieve the overall goal, the Project will focus on the following three main objectives:

1. Improve business environment to foster greater private sector contribution for WASH services and products;
2. Enhance viability of WASH businesses and increase availability of affordable, desirable WASH products and services to underserved market segments;
3. Improved key WASH behaviors for increased demand with correct and consistent use of WASH products and services.

Jakarta

SENIOR OPERATION OFFICER (SOO) – IUWASH PASAR

General Position Summary

The Senior Operation Officer (SOO) position will be based in Jakarta and work closely with the Yayasan Mercy Corps Indonesia (YMCI) Compliance, Finance, Procurement, and Operation Teams. The OO will be responsible for general program and administrative arrangements, with a focus on the Grants Management area, finance procedure and report, and other administrative tasks. The position will be based in Jakarta. Some travel to the field may be required.

Essential Job Responsibilities

Financial and Grants processes

- Monitor Expenditure to ensure that all expenses are controlled, appropriately authorized and in line with budgets and USAID regulations.
- Review financial report of grantees and process the grants payment.
- Assist in preparation of cashflow forecasts.
- Assist in preparation and co-ordination of annual financial planning and budget process.
- Provide regular reports to Grants & Operations Manager

Mercy Corps Indonesia

Operation processes

- Support the program team in the processing of procurement needs, such as purchase request, review contract, direct purchases and financial completion reports for all IUWASH Pasar events and activities, according to Mercy Corps Indonesia (MCI) Procurement guidelines.
- Work closely with YMCI Finance Department on the planning and processing of VAT Exemption requests for IUWASH Pasar as stipulated in the USAID Missions circular on the purchase of goods, services and works.
- Assist Grants and Operations Manager and coordinate with YMCI Finance and Compliance, and work collaboratively with other team members in the collection, sorting and inputting of IUWASH past and planned activity costs required by USAID and for generating Bappenas BAST reporting.

Knowledge and Experience

- Entry level position with 5 years of experience is required. Financial and Grants experience is a must.
- The candidate must have good communication skill, document/ report writing, adequate understanding and skills of English speaking and writing, as well as Bahasa Indonesia and finance background.
- Proficiency in Microsoft Word, Excel and other computer programs is a must.
- Effective time management and organization skills including priority setting and responding to program needs.
- Effective interpersonal communication skills including Problem-solving skills, being proactive and taking initiative.
- Having willingness to learn and strengthen his/her capacity with open-minded and creativity.

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

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.

Mercy Corps Indonesia

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: **"IUWASH PASAR_SOO_Your Name"** to hrd@id.mercycorps.org.

The vacancy will be closed on **07 September 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