

Open Vacancy

Dear All,

Please find below open position.

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

POWER 2

Program Summary

In February 2019 Mercy Corps and John Deere launched the next phase of POWER. POWER 2 aims to reach more smallholder farmers and increase yields and income by strengthening farmer organizations, improving agricultural practices and increasing access and adoption of technology to make farming more productive and attractive to younger generations of farmers. POWER 2 will focus on rice, corn, and horticulture crops as a mixed farming strategy that is relevant across the proposed target areas. Mercy Corps Indonesia will continue working in the three POWER 1 locations of Subang, Banyuwangi, and Lombok, where the program will provide continued support to 48 Farmer Groups and their farmer members. POWER 2 will expand the program geography to selected districts in South Sulawesi, Lampung and North Sumatera Provinces, POWER 2 focuses on reaching smallholder rice farmers who own up to two hectares of land.

Jakarta

1. Monitoring, Evaluation and Learning Assistant – POWER 2

The Monitoring, Evaluation and Learning (MEL) Assistant of POWER will work closely with MEL Officer and support MEL task within program implementation, including data management, field assessment and data collection. S/he will also be involved in the monitoring and implementation of activities and outputs of the project in close collaboration with the other team members, including District Coordinators, as well as support compiling data progress of implementation that required for semi-annual program report.

Essential Job Responsibilities

Strategy & Vision

Collaborate closely with the MEL team (POWER 2 MEL Officer and National M&E Coordinator) on maintaining and /or developing Monitoring, Evaluation and Learning systems that serve the needs of the POWER program, including:

- Assist Program Manager and MEL Officer in order to conduct a sequence of planning events, interspersed with research and data collection that will inform a progress of the POWER 2 program plan;
- Support the development, refinement, and implementation of the Program Monitoring Plan (PMP) for program activities, outputs, and outcomes, including appropriate methodologies and data collection frequency;
- Manage data program and files that can be used for program dashboard and able to become dashboard admin, especially during MEL Offices absence. In addition, he/she will also work on data management in accordance with the MCI standard filing structure in the Synology storage platform;
- Support in the program's reporting requirements;
- Represent Mercy Corps Indonesia (MCI) and the POWER Program, and build positive, fruitful relationships when engaging with the program's stakeholders and beneficiaries, including farmer business groups, government officials, private sector actors, donor officials, media, etc. Conduct himself/herself both professionally and personally in such a manner as to bring credibility to MCI without jeopardizing its humanitarian/development mission.

Organizational Learning

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

Accountability to Beneficiaries

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Accountability

Reports Directly to: Program Manager – POWER 2

Works Directly with: Program Manager, National M&E Coordinator, MEL Officer, Procurement and Logistics, Administration and Finance, and District Coordinator.

Qualifications:

- Possess a relevant university degree, especially Statistics or Mathematics degrees, and be familiar with research methodologies or have experience in project research;
- Minimum 1 years' experience working in monitoring and evaluation, ideally in an NGO context.
- Fluency in English, both written and spoken, highly desired;
- Effective interpersonal communication skills including: problem-solving skills, being proactive and taking initiative;
- Expertise and skills in development and implementation of M&E plans, assessments, baseline and end line surveys, evaluations, using quantitative and qualitative methods;
- Expertise and skills in analysis of collected data and compiling findings in clear and structured reports;
- Ability to work with computer programs typically used for data management, analysis and reporting, such as ONA/ODK/Enketo, Excel/SPSS/R;
- Strong analytical/logical thinking skills.

2. Program Administrative Assistant – POWER 2

Administrative assistant will be responsible directly to Program Manager, he/she will need to be able to work to support the implementation of the programs in an effective and prompt manner, including but not limited to make an arrangement for workshop/meetings/conference, creating contracts, and any other related administrative tasks based on Mercy Corps standard of operation

Essential Job Responsibilities

- Support Program in managing all logistics for program-related meetings, and workshops in POWER districts, including identifying venues for training and accommodation, completing all bidding requirements, arranging necessary transportation, preparing training materials, arranging snacks and meals and communicating with participants;
- Maintain the program filing system, in coordination with the Program manager;
- Handle all procurement needs, according to procurement guidelines;
- Assist in travel arrangements for program staff as needed for out-of-town trainings and technical assistance field visits;
- Assist in data collection and archive from government institutions and other resources;
- Prepare formal and informal letters to government, NGO and other partners;
- Receive all incoming mail for the program and distribute it to the relevant staff;

- Manage administrative matters, including use of vehicles, timesheets and leave requests, travel advances, etc.;
- Prepare public relations documents as needed;
- Establish cooperative working relationship with all Administrative staff so that positions complement each other and lead to greater office efficiency;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and in no way jeopardize Mercy Corps humanitarian efforts.

Accountability

Report Directly: Program Manager- POWER 2

Work Directly: Program officers and Administrative staff for other departments, operation unit and finance team.

Qualifications:

- At least 1 years of administrative/secretarial experience is required, fresh graduate is welcome to apply;
- Good English (speaking and writing skills);
- He/she should have pleasant personality, good communication skill, be organized, efficient, proactive, flexible and able to work under pressure and with short deadlines when required;
- Proficiency in Microsoft Word, Excel and other computer program are required.

Please send your CV together with form on this [link](#) with position applied on the email subject to hrd@id.mercycorps.org

Vacancy will be closed **18 January 2020** and only short listed 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