

Open Vacancy

Dear All,

Please find below open position.

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

Humbang, North Sumatra

COVID-19 Resilience for Coffee Farmers' Communities is a program that operates primarily in Humbang Hasundutan Regency, North Sumatra Province, Indonesia, to build an initiative to support the specific needs of coffee farmers' communities, leveraging existing resources, partnerships and government interventions related to COVID-19 response. In partnership with a Private Foundation, Mercy Corps Indonesia will impact a minimum of 10,000 people in/around coffee farmers' communities through community outreach and communications on prevention and direct support for communities.

Objectives:

1. Prevent transmission and keep coffee farmers' communities as safe as possible through access to accurate and timely contextualized COVID-19 health messaging.
2. Provide direct support to protect lives and livelihoods for coffee farmers' families, including hygiene supplies, food, vouchers or other needed assistance.

Program Coordinator

Program Coordinator will lead COVID-19 response activities in the field, in collaboration with program team member, POWER 2's District Coordinator and YMCI partner (PKPU - HI), as well as local stakeholder, such Humbang Government Agencies, local community groups (particularly coffee farmer groups), formal financial institutions, radio stations, etc. COVID-19 response activities in Humbang Hasundutan regency, will includes COVID-19 campaign, installment of WASH facilities and distribute the hygiene kits, provide social safety net assistance and farming inputs for coffee farmers through conditional cash transfer services in partnership with commercial banking agents and stimulants for coffee farmer groups.

ESSENTIAL JOB FUNCTIONS:

Program Management

- Serve under the direction of the Emergency Program Manager to implement program activities in the field. Including management of the grant and direct supervision of project activities;
- Ensure all YMCI's administration, logistical, human resources and financial procedures followed in relation to implementation of this grant;
- Conduct regular site visits to YMCI program sites to ensure proper delivery of services;
- Provide collaboration supervision of local partners' activities implementation as per the agreement;
- Maintain close regular contact with the local government agencies, local partners and donor focal point to ensure quality outputs/services and trouble shoot any administrative problems;
- Attend coordination meetings and maintain regular contact with relevant local actors;
- Ensure program team members have understanding on program goal, outcome, outputs as well as their scope of work;

- Ensure program team members have capacity and able to implement program activities;
- Assist in monthly report writing on program progress, obstacles and recommendations;
- Assist in donor report writing as requested; including gathering of information;
- Assist supervisor and program management in filing and record keeping of project activities and data entry of program statistics as requested;
- Assist with security monitoring to ensure YMCI staff, assets and partners are able to work securely;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to work alongside Program Assistant for the best interest of the program of Mercy Corps and to not jeopardize its humanitarian mission;
- Conduct himself/herself professionally so as to be a credit to Mercy Corps Indonesia operations;
- Promote and adhere to the principles and objectives of Yayasan Mercy Corps Indonesia;
- Must attend the workshops and seminars when asked;
- Utilize and take care of all the Yayasan Mercy Corps Indonesia assets and equipment according to the policies;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Yayasan Mercy Corps Indonesia and to not jeopardize its humanitarian mission.

SUPERVISORY RESPONSIBILITY: Campaign Officer, Livelihood Officer, MEL Officer, and Program Assistant.

REPORTS DIRECTLY TO: Emergency Response Program Manager

WORKS DIRECTLY WITH: POWER 2's District Coordinator in Humbang Hasundutan Regency and POWER 2 Program Manager Officer, and National M&E Coordinator

ACCOUNTABLE TO: Executive Director and Director of Agriculture and Financial Inclusion

Qualifications:

- Minimum 3 years' experience working with NGOs in Emergency, Recovery and Livelihood Projects;
- Have experience as Response Team member is a plus;
- Bachelor's degree, a preference for Economics, Engineering or Medical or Agriculture;
- Experiences work with the local government agencies during an emergency response or recovery periods;
- Experiences work with the private company or private foundation donor would be an advantage;
- 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.
- Understanding of working together with local partners;
- Good problem solving, and written and oral communication skills;
- Ability to work without constant supervision and as part of a mixed team;
- Good knowledge of MS Office software such as Excel, Word, and Access;
- Able to write and understandable spoken English are preferred;
- Driver's license preferred.

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 **24 April 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