

Open Vacancy

Dear All,

Please find below open position.

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

INVESTING IN HUMAN CAPITAL FOR DISASTER MANAGEMENT (INVEST DM) 2.0 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 from or adjust easily to misfortune or change.

Program Summary

Under USAID/BHA funding, Mercy Corps is implementing a USAID/BHA-Funded Investing in Human Capital for Disaster Management Program: INVEST DM 2.0. A continuation of INVEST DM, INVEST DM 2.0 will work to support the Government of Indonesia (GOI) disaster management institutions (BNPB & BPBDs) and people at key management and administrative levels to be better equipped to fulfill their mandate to deliver effective DM services and save lives.

Jakarta

1. Senior Gender Equity and Social Inclusion (GESI) Specialist – INVEST DM 2.0

General Position Summary

The Senior Gender Equity and Social Inclusion (GESI) Specialist will design and implement a strategy to ensure the INVEST DM 2.0 and other MCI programs appropriately addresses the varied needs of women, men, girls, and boys, and are sensitive to gender, age, caste, disability, and other social markers. Although the Senior GESI specialist will work primarily for INVEST DM 2.0, time and need permitting, s/he will support other Mercy Corps Indonesia programs.

The GESI Specialist will be embedded in BNPB's HR and Planning Bureau's and sit as an expert on BNPB's Gender Working Group. S/he will ensure that the gender equity and social inclusion dimensions of program implementation are effectively addressed across all input, activities, and outcomes. This encompasses program counterpart technical units and BNPB business processes, culture, and practice. S/he will work under the guidance of Workforce Planning and Development Advisor and coordinate across program staff and partners to fulfill the gender and social inclusion goals of the programs.

The Snr GESI specialist is responsible for planning and managing the portfolio of INVEST DM 2.0 of gender equity, diversity, and social inclusion interventions, which are a priority cross-cutting initiative of the program. The main target group is civil servants, however the GESI will assist BNPB to strengthen its

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DRM/DRR front-line services to ensure gender and disability-inclusive mainstreaming as well as its social protection measures for vulnerable groups meet GOI minimum service standards. Under the direction of the COP and with technical guidance and guidance of the MCI-CARM lead, the Snr GESI Specialist will work with and support MEAL to manage the implementation and reporting of the programs Mercy Corps community, accountability and reporting mechanisms (CARM).

The position will be based in Jakarta. Travel is required with up to 20% of her/his time expected to be spent at subnational level.

Essential Job Responsibilities

Technical :

- To be a Technical Lead of the Program Implementation of mainstreaming Gender Equity and Social Inclusion (GESI) with high-quality and effective program interventions.
- Lead the development of conceptual frameworks and formulates implementation on the development of transformative GESI in Human Capital/Workforce development for Disaster Management including supporting GESI strategic planning, implementation, and mainstreaming across the business processes of BNPBs HR, Planning, and Legal Bureaus
- Ensure that GESI considerations are factored into needs assessments, data collection, and program implementation by developing required tools, indicators, and review processes that effectively support achieving the program objectives.
- Serves as the technical GESI focal point /represents the program, internally and externally (national and international) on Gender and Inclusion forums, local partner organizations, networks, donor communities, INGOs as well as different government and non-government committees.
- Work together with Outcome Managers and related working units in BNPB to 1) design the capacity-building strategy, develop standardized training materials, and provide technical assistance to BNPB working units able to deliver GESI-responsive disaster management services; 2) support outcome managers with the design of the GESI component of the program in ensuring that the implementation is in line with the GESI transformative strategy.
- Develop standard operating procedures on gender mainstreaming and disability inclusion in disaster management for BNPB.
- Map and strengthen/develop GESI policy and practices on women and disability protection across BNPB counterparts units.
- Develop a GESI mainstreaming integration plan into the BNPB working units' plan that incorporates relevant analyses and inputs across units and operational activities and consistently reflects BNPB's commitment to gender equality and social inclusion.
- Conduct and update gender analysis for BNPB working units by ensuring strong evidence base GESI strategy by providing a periodic update of GESI analysis based on quantitative and qualitative data analysis, providing recommendations for strengthening the strategy.
- Develop the capacity of BNPB working units on gender analysis and gender budgeting and Action planning & budgeting for integrating gender mainstreaming in disaster management.
- Monitoring and evaluation of the implementation of gender mainstreaming in BNPB
- Participate, and provide technical assistance and advisory support as required to BNPBs Gender Working Group.

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- Build professional relations and coordinate with other ministries/state institutions, civil societies, women and disability coalitions, particularly the Women Coalition (Komnas Perempuan) and the Ministry of Women Empowerment and Child Protection (Kementerian Pemberdayaan Perempuan dan Perlindungan Anak, to initiate, develop and maintain strong and effective partnership with all stakeholders and organizations that involve in the development of GESI in Disaster Management.

Management:

- Work closely with BNPB Planning, HR and Legal Bureau to ensure the development of representation policies, as well as a safeguarding mechanism for women and other groups in BNPB (and tested in target BPBDs);
- Coordinate with other development partner programs at BNPB working on GESI to avoid duplication of effort and to synergize/leverage initiatives that contribute towards achieving program outcomes;
- In collaboration with MEAL, ensuring SADD high-quality data is recorded/collected as required by MCI data quality, documentation, and reporting purposes. Support MEAL in collecting, analyzing, and using SADD data for implementation and planning purposes and Ensure effective collaboration with MEAL staff in the development of program log frames, indicators, implementation plans, and MEAL plans
- Conduct and update gender analysis for the program by ensuring a strong evidence base GESI strategy by providing a periodic update of GESI analysis based on quantitative and qualitative data analysis, providing recommendations for strengthening the strategy.
- Ensuring Safe Programming by guiding, informing, and working with program teams to ensure a do no harm approach and PSEAH to gender-focused and inclusive programming is implemented and that appropriate protections are in place for participants.
- Provide inputs to all processes of implementation aiming at high quality and evidence-based program implementation as well as to all research, and studies including baseline, midterm, and end line.
- Actively participate in a cross-substantive area technical dialogue and coordination mechanisms to ensure effective collaboration across related functions in MCI and other collaboration within and across the team.
- Contribute actively to capturing lessons, good documentation, and high-quality reports.
- Work closely with the MCI Human Resources team to ensure gender accountability is incorporated into the position descriptions of all program team members.
- Ensure that program and country staff understand and adhere to Mercy Corps' Gender Minimum Standards for programming.
- Support adherence to Mercy Corps Gender Policy and Procedures
- Proactively work with Mercy Corps' headquarters Technical Support Unit (TSU) to contribute to learning and gain insights from global best practices and experience.

Knowledge and Experience

- At least 7 years' experience in leading gender and social inclusion integration into program design and implementation is required.
- A Master's degree in a relevant academic area such as a social science discipline is preferred.
- An in-depth understanding of gender, age, ethnics, and other locally significant socio-cultural factors in the humanitarian and development programming in Indonesia.

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- Demonstrated capacity to lead the collection, analysis, and utilization of information from a broad range of sources and write high quality reports.
- Proven ability in researching, designing, and supporting training education and training programs with regard to the gender and social inclusion;
- Demonstrated experience in design and delivery of capacity building programs/initiatives on gender and social inclusion;
- Familiarity with the principles and/or practice of inclusivity issues (such as gender and disability) and how this applies to human capital development;
- Skills in participatory learning and action and facilitating collaborative problem solving.
- Demonstrated ability to foster commitment and build capacity among program staff and in-country actors to ensure gender and social inclusion integration and empowerment.
- Effective time management including priority setting and responding to program needs.
- Having willingness to learn and strengthen his/her capacity with open-minded and creativity
- Experience in collaboratively working with development agencies, universities, donors and government departments, such as BPBDs and Disaster Forums, is a strong advantage.
- Advanced report writing skills and proficiency languages (both Spoken and Written): in Bahasa Indonesia is required and in English is highly desirable.
- Sound communication, presentation, organizational, and interpersonal skills.
- Strong familiarity with MS Word, Excel, Powerpoint is required.

2. Senior Education & Inservice Training Specialist (EITS) - INVEST DM 2.0

General Position Summary

Under the direction of the Chief of Party, the Senior Education & Inservice Training Specialist is responsible for leading the support and alignment of BNPB to meet organizational needs on education and training. This includes three overarching themes, including i) support for in-service training development programming, ii) pre-service education engagement, and iii) developing processes for disaster learning to improve functional processes at DM institutions. The position is required to lead the research, development, testing, adoption, and measuring of outputs under Outcome 1 of INVEST DM 2.0 in coordination with BNPB Pusdiklat and Higher Education Institution Partners.

The position will be based in Jakarta (with most days working at BNPB Pusdiklat). Travel is required with up to 20% of her/his time expected to be spent at subnational level

Essential Job Responsibilities

Technical :

- Facilitate improved implementation of online e-learning and MIS platform alongside the BNPB Pusdiklat and other partners, as well as designing opportunities for blended learning;
- Re-evaluate the BNPB pre-service education roadmap and support institutional development alongside partners at University of Indonesia and elsewhere;
- Support the identification, design, development, and [re]certification of key BNPB in-service training courses. This includes, for example, a review of the BNPB Flood Hazards course, assessing ways to improve curriculum and promote expanded delivery;

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- Developing Disaster Management Professional Certification Institution (LSP-PB) strategic plan and is functioning as a professional certification board
- Facilitate learning and cooperation between BNPB and US Institutions such as FEMA, EMI, CFE-DM and others.
- Conduct policy analysis for potential pathways to formalize pre-service placement arrangements for graduates with specific DM technical capacity;
- Provide guidance and support development of a mechanism for “disaster learning” at BNPB that systematically evaluates disasters as a way to improve institutional functions.

Knowledge Management

- Liaise between the University of Hawaii (UHM) team with BNPB (specifically BNPB Pusdiklat) and pre-service education partners at University of Indonesia and others;
- Collect primary or secondary data from program stakeholders and support the implementation for baseline survey, including questionnaire design, data coding, and finalization;
- Contribute to weekly and monthly work plans and reports on program activities and other activities such as reporting and monitoring and proactively inform all partners and stakeholders about the program progress, in coordination INVEST DM 2.0 partners;
- Work with Operations and Finance on procurement of goods and services and maintain the budget records, in conjunction with the COP and DCOP;
- Participate in project team coordination and facilitate meetings with stakeholders as needed;
- Build professional relations with government, HEIs, and training institution stakeholders;
- Assist in other tasks or duties assigned by the COP related to education and training development needed to ensure success in delivering INVEST DM 2.0 program objectives.

Research Coordination

- Support the UHM team and BNPB to conduct follow up needs assessments on supply and demand for education and training and other researches in Indonesia, including engagement with whole-of-society;
- Facilitate technical cooperation exchanges between key US disaster management institutions, Indonesian institutions, and Higher Education Institutions (HEIs), among other partners. This includes planning and executing the study mission to the US on education and training;
- She/he will also be asked to support academic publication outputs.

Knowledge and Experience

- Advanced Degree in the relevant field of Education and Training / Disaster Management / Organizational Development / or relevant field;
- Minimum 10 years of experience across the fields of Higher Education and Training or Disaster Management, preferably working within or alongside GOI agency contexts;
- Deep knowledge of the public education arena;
- Deep knowledge and understanding on Instructional Design in learning process and its implementation experience;
- Deep knowledge and understanding and the implementation on formal education, non-formal education and in-formal education;
- Deep knowledge and understanding on Educational Technology in learning process and its implementation experience;

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- Proven ability in researching, designing, and supporting training education and training programs;
- Ability to evaluate, produce, and support certification of curriculum and training programs
- Skilled at arranging agendas for multi-stakeholder technical meetings, workshops, working groups and taskforces and experience in presenting findings to reach consensus;
- Demonstrated experience in design and delivery of capacity building programs/initiatives on curriculum, accreditation, training delivery, facilitation, and action research;
- Strong experience in collaboratively working with development agencies, universities, donors and government departments, such as BPBDs and Disaster Forums;
- Familiarity with the principles and/or practice of DRM, inclusivity issues (such as gender and disability) and how this applies to human capital development;
- Advanced report writing skills and proficiency languages (both Spoken and Written) in Bahasa Indonesia is required and in English is highly desirable.
- Sound communication, presentation, organizational, and interpersonal skills.
- Strong familiarity with MS office packages is required and research design and analytics software (e.g. Qualtrics) desirable.
- Effective time management including priority setting and responding to program needs.
- Having willingness to learn and strengthen his/her capacity with open-minded and creativity.

3. Education and In-service Training Coordinator (EITC) – INVEST DM 2.0

General Position Summary

Under the direction of the Chief of Party, the Education and In-Service Training Coordinator is responsible for supporting and alignment of BNPB to meet organizational needs on education and training. This includes three overarching themes, including i) support for in-service training development programming, ii) pre-service education engagement, and iii) developing processes for disaster learning to improve functional processes at DM institutions. The position is required to support in leading the research, development, testing, adoption, and measuring of outputs under Outcome 1 of INVEST DM 2.0 in coordination with BNPB Pusdiklat and Higher Education Institution Partners.

The position will be based in Jakarta (with most days working at BNPB Pusdiklat in Sentul). Travel is required with up to 20% of her/his time expected to be spent at subnational level.

Essential Job Responsibilities

Technical :

- Strong & effective communications skills and ability working with team and partners.
- Possess good English proficiency both in speaking and writing
- Experienced in working with government training and workforce development.
- Good knowledge of media and technology learning platforms.
- Facilitate improved implementation of on-site and online e-learning (and MIS platform) alongside the BNPB Pusdiklat and other partners.
- Support Outcome 1 Manager in implementing activities.
- Support Pusdiklat BNPB team in the vocational education and in-service training

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Knowledge Management

- Liaise between the University of Hawaii (UHM) team with BNPB (specifically BNPB Pusdiklat) and pre-service education partners at University of Indonesia and others;
- Collect primary or secondary data from program stakeholders and support the implementation for baseline survey, including questionnaire design, data coding, and finalization, in addition to these, the Education and In-service Training Coordinator will also work closely with the Monitoring and Evaluation Specialist to ensure that all the participants' data is well recorded;
- Contribute to weekly and monthly work plans and reports on program activities and other activities and proactively inform all partners and stakeholders;
- Work with Operations and Finance on procurement of goods and services and maintain budget records in conjunction with the COP and DCOP;
- Participate in project team coordination and facilitate meetings with stakeholders as needed;
- Build professional relations with government, HEIs, and training institution stakeholders;
- Assist in other tasks or duties assigned by the COP related to education and training development needed to ensure success in delivering INVEST DM 2.0 program objectives.

Research Coordination

- Support the UHM team and BNPB to conduct follow up on the needs assessment for supply and demand for education and training and other researches in Indonesia, including engagement with whole-of-society;
- The candidate will also be asked to support academic publication outputs, where relevant.

Knowledge and Experience

- At least a Bachelor Degree in the relevant field of Education and Training / Disaster Management / Organizational Development / Communication / Disaster or Environment Management / Policy,, or relevant field;
- Minimum 5 years of experience across the fields of Higher Education and Training or Disaster Management, preferably working within or alongside GOI agency contexts;
- Deep knowledge of the public education arena and outreach programs.
- Skilled at arranging agendas for multi-stakeholder technical meetings, workshops, working groups and taskforces and experience in presenting findings to reach consensus;
- Strong experience in collaboratively working with development agencies, universities, donors and government departments, such as BPBDs and Disaster Forums;
- Familiarity with the principles and/or practice of DRM, inclusivity issues (such as gender and disability) and how this applies to human capital development;
- Advanced report writing skills and proficiency languages (both Spoken and Written) in Bahasa Indonesia is required and in English is highly desirable.
- Sound communication, presentation, organizational, and interpersonal skills.
- Strong familiarity with MS office packages is required and research design and analytics software (e.g. Qualtrics) desirable.
- Effective time management including priority setting and responding to program needs.

4. Talent Management Senior Officer (TMSO) – INVEST DM 2.0

General Position Summary

The Talent Management Senior Officer (TMSO) position will be based in Jakarta and work under the direct supervision of the INVEST DM 2.0 Operation Coordinator. The position will work closely with the INVEST DM 2.0 Chief of Party (COP), Deputy Chief of Party (DCOP), Government Relations & Legal/Policy Advisor, Outcome Managers/Senior Specialists, Senior GESI Specialists, Senior Communications/Knowledge Management Specialist, BNPB-USAID secretariat embedded SPO as well as YMCI's HR Manager and the Operations and Procurement Unit. The TMSO will also support to INVEST DM 2.0 consortium partners, as required. The TMSO will be responsible for all aspects related to the administration of the INVEST DM 2.0 short-term technical assistance (STTA) and long-term technical assistance (LTTA) portfolio, including the identification, recruitment, mobilization, performance monitoring and relationship management of INVEST DM 2.0 short term technical consultants (STTC) and national facilitators/trainers/resources persons. The TMSO will periodically (quarterly) review the INVEST DM 2.0 work plan and consult with the INVEST DM 2.0 Operation Coordinator, DCOP, outcome managers, partners, to determine INVEST DM 2.0 STTA, LTTA and national facilitator needs.

The position will be based in Jakarta. Some travel may be required to the field or to meet with consortium partners, or plan STTA/LTTA requirements or monitor consultant/national facilitator performance

Essential Job Responsibilities

Under the direction of the INVEST DM 2.0 COP and DCOP, and the supervision of the INVEST DM 2.0 Operations Coordinator the TMSO will:

- Prepare, plan, and manage the INVEST DM 2.0 program STTA/LTTA portfolio of consultants and national facilitators/trainers/resource persons.
- Consult with the STTA/LTTA originator (YMCI or Consortium Partners) to determine LOE, technical inputs, and deliverables, and prepare and/or review consultant and national facilitator Scope of Work (SOW).
- Prepare Procurement Requests and coordinate with the YMCI Procurement Team on the processing of the STTA/LTTA PRs, and preparation of consultant and national facilitator service contracts, in accordance with Mercy Corps Indonesia (MCI) procurement guidelines.
- Identify and source potential candidates through various channels, such as job boards, social media, networking, referrals, and direct sourcing.
- Conduct periodic market surveys (EOI) to identify and prequalify a pool of experts and national facilitators/trainers based on the INVEST DM 2.0 workplan and create an STTA/LTTA deployment schedule.
- Develop and maintain the INVEST DM 2.0 consultant and national facilitator/trainer/resource person database.
- Manage consultant and national facilitator/trainer/resource person relationships through regular dialogue and communication by phone and email,
- Facilitate the recruitment of consultants including negotiation of fee rates in accordance to (a) MC procurement guidelines, (b) salary history, qualifications and experience of expert, (c) established market rates, and (d) LOE required to deliver the SOW;

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- Prepare procurement plan of STTA/LTTA and contribute to the development of the project procurement plan.
- Plan and manage consultant and national facilitator mobilization (pre-deployment, onsite and de-mobilization) including predeparture briefing/s, booking of air and land travel, accommodation, allowances, and any other (administrative) matters pertaining to the assignment such as indemnity and travel insurances, etc.
- Maintain and monitor consultant contract end date and extension if required.
- Coordinate with each outcome managers, partners on STTA/LTTA completion of service reporting.
- Prepare payment requests and financial completion report for consultants/national facilitators after completed the task.
- Prepare consultant and national facilitator related correspondence (formal and informal) as required.
- Maintain archived documents associated with the STTA/LTTA including consultants and national facilitators/trainers/resource persons both manual and on-line filing properly.
- Availability to work evenings, weekends or on holiday, as needed with compensatory time-off, as approved by the Operations Coordinator or COP.
- Prepare a monthly activity report to be submit at the end of each months and provide STTA/LTTA transaction record for BAST reporting.
- Assist in other tasks or duties as assigned by the Operations Coordinator or COP.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps Indonesia and to not jeopardize its humanitarian mission in Indonesia.

Knowledge and Experience

- The ideal candidate should have good experience and track record of success in recruiting talent of consultant, understanding of the consultant hiring market, and able to manage multiple priorities and competing demands.
- At least 5 years of experience is required. Procurements (particularly in the recruitment of consultants), Administrative, Programmatic, and Consulting Service experience is a plus.
- The candidate must have strong negotiation and communication skills, document/ report writing, good understanding and skills of English speaking and writing, as well as Bahasa Indonesia.
- S/he should have pleasant personality, organized, efficient, proactive, flexible and able to work under pressure and with short deadlines when required. Proficiency in Microsoft Word, Excel and other computer programme is a must.
- Effective time management and organization skills including priority setting and responding to program needs.
- Having willingness to learn and strengthen his/her capacity with open-minded and creativity.

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

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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.

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 together with the form on this [link](#) with the subject: **"INVEST DM_Position_Your Name"** to hrd@id.mercycorps.org.

The vacancy will be closed on **15 March 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