

### Open Vacancy

Dear All,

Please find below open position.

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

## **PADMANA - PROGRAM PELATIHAN LAJU DIGITAL META INDONESIA**

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 / Department Summary

PADMANA (Program Pelatihan Laju Digital Meta Indonesia) is a digital MSMEs development program by Meta Indonesia, in partnership with Mercy Corps Indonesia. The digital marketing training on the PADMANA program will support 250 MSMEs from 5 areas of MCI's intervention: Kabupaten Bandung, Kabupaten Garut, Kabupaten Malang, Kota Batu, and Kota Malang, to achieve economic independence through the digital channel provided by Meta Indonesia (Facebook, Instagram, Whatsapp), and Micromentor Indonesia. The program will also utilize Micromentor Indonesia's mentor network and hire 10 facilitators in 5 areas to ensure all participants understand the material and implement the knowledge from the training.

## **Jakarta**

### **1. Program Assistant (PA) – PADMANA**

#### General Position Summary

Under the leadership of the Program Coordinator, Program Assistant will be responsible for Support and coordinate logistics for mentoring events, support on reporting the initiative outcomes to stakeholders such as donors, partners, and beneficiaries, among others, draft and compile monthly and quarterly program updates and reports for the Program Coordinator's review and finalization and support procurement of services and consultants where needed.

This position will be Jakarta and requires up to 20% travel to program locations (depend on COVID-19 development).

***\*This position is for 3 months temporary.***

#### Essential Job Responsibilities

- Work with the Program Coordinator to develop and support the regional strategy.
- Collaborate with the whole project team, contributing to the entire project lifecycle
- Organize and monitor schedules of trainings and see that deadlines are met
- Coordinate efforts within the team and with outside consultants efficiently

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- Report updates verbally and in written form to program coordinator
- Complete any necessary administrative tasks
- Collaborate with Micromentor Indonesia, BENTANI and SEED4WOMEN program team

### **Knowledge and Experience**

- BA or equivalent in economic development, international development, or relevant field.
- 2 years of experience supporting development programs.
- Great organizational and communication skills.
- Outstanding interpersonal and customer service skills.
- Good experience in managing documents, procurement, and compliance requirements will be preferred.
- Proven experience organizing events will be preferred.
- Experience in entrepreneurship programs or start-up development programs would be an advantage.
- Ability to work with individuals from diverse cultural and socio-economic backgrounds.
- English and Bahasa Indonesia fluency. Strong written and verbal communication skills in both English and Bahasa Indonesia.

### **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**

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

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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: **“PA PADMANA\_Your Name”** to [hrd@id.mercycorps.org](mailto:hrd@id.mercycorps.org).

The vacancy will be closed on **12 Oktober 2022** 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