

## **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.

## **NZMATES 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**

The New Zealand – Maluku Access to Renewable Energy Support (NZMATES) aims to accelerate renewable energy (RE) development to improve access to energy in Maluku province. The five-year program is funded by the New Zealand Government Ministry of Foreign Affairs and Trade and is implemented by renewable energy company Infratec Ltd. in partnership with Mercy Corps Indonesia. NZMATES is working towards promoting and accelerating the identification of renewable energy projects and increase their attractiveness and viability, social and environmental assessments, technical considerations, and triggering and facilitating investment and funding from government, private sector, or other donors. NZMATES has partnered and collaborates closely with PLN, EBTKE, Dinas ESDM, and BAPPEDA on increasing the use of renewables and improving energy access through grid-connected and off-grid RE projects. The NZMATES Team is based in Ambon and provides support to fill gaps in knowledge, resources, and research, and that projects are aligned with the Government of Indonesia and community development framework and objectives. The proposed support for RE projects includes assistance with project identification and appraisal, technical and social assessments, finance matching, and project design to strengthen long-term sustainability. NZMATES is also intended to enhance local public and private sector capacity and offer opportunities for direct training, technical exchange programmes, and interaction between Maluku educational institutions and NZ renewable energy specialists.

NZMATES is a uniquely flexible programme which is designed to respond to the needs and priorities of partner organisations and changing realities on the ground. Work plans and programme activities are not pre-defined, but are developed collaboratively with partners through a 6-monthly planning cycle.

## **Ambon, Maluku**

### **1. RENEWABLE ENERGY TECHNICAL SPECIALIST (RETS) – NZMATES**

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### **General Position Summary**

The new Renewable Energy Technical Specialist (RETS) will join two existing RETS to form part of the NZMATES Team, based at Mercy Corps Indonesia's office in Ambon and travel to programme locations in Seram and surrounding locations. As part of a multi-disciplinary team, this RETS will lead engineering tasks and technical assessments, and will work closely with the other RETS. This role will be responsible for leading tendering and engineering processes (e.g. detailed engineering, producing bills of materials, drawings, and layouts), technical assessments for potential renewable energy projects, mainly mini- and small-hydro and/or solar PV and storage technologies (e.g. design, engineering, feasibility studies, budgeting, and modelling), and contribute to providing project delivery support with external stakeholders (e.g. supervision, training materials, commissioning good practices, etc.).

This RETS will also support assessments such as scoping potential RE project sites, assessing available RE resource potential, and conducting techno-economic studies from project identification phase (e.g. scoping, pre-design, cost estimates, and pre-feasibility studies), mainly for solar PV mini-grids, hybridisation of diesel-based generation, and grid-connected projects. All three RETS are expected to contribute to engagement with different stakeholders involved in the RE project development cycle, and liaise with key technical partners for potential collaboration, and coordination of roles and responsibilities. In particular, the RETS will support and work directly with PLN and ESDM staff on potential projects, and engage with private sector entities and/or communities in developing RE technical project proposals as necessary.

The RETS' tasks will also include supporting the development of practical and technical long-term sustainable business model considerations for RE projects to ensure their financial, technical, and operational sustainability. The RETS will also contribute to community engagement and consultation processes. The RETS will also be involved in mentoring of other staff less familiar with renewable energy technologies and programmes. It should be noted that while the RETS will be responsible for a wide range of technical areas, the role will be supplemented with technical engineering support, from within Infratec or externally, where required at key stages during the programme. The RETS is also expected to closely engage with the NZMATES Community Engagement Officers for support in data gathering, and also to incorporate aspects of social assessments and considerations into the projects' technical aspects.

The position is full-time based in Ambon, Maluku and requires up to 40% - 50% travel to project locations in other districts in Maluku including very remote areas.

### **Essential Job Responsibilities**

- Lead and carry out technical studies for grid-connected and off-grid renewable energy projects (e.g. technical feasibility studies, renewable energy assessments, design and modelling of RE projects, detailed engineering of RE projects, grid interconnection studies, etc.);
- Support the delivery of renewable energy solutions for programme partners (PLN and ESDM) as required through research, developing tools, methodologies, processes, and procedures for selecting technologies, types of technical solutions, design criteria, evaluation of different technologies, and multi-criteria analysis, among others, preferably on solar PV technologies;

## Mercy Corps Indonesia

- Design of project delivery methodology and schedule, from conceptual design and detailed engineering to implementation and operation maintenance.
- Support the identification of technical needs or potential technical specialists in PLN and ESDM Dinas regarding renewable energy project development and work collaboratively with them;
- Support other RETS to identify, assess potential, and appraise potential grid-connected and offgrid renewable energy projects, mainly solar PV and storage technologies;
- Consider and incorporate sustainability and cross-cutting issues into technical work;
- Support PLN, ESDM Dinas, private sector, and/or communities in developing RE project proposals;
- Develop, assess, consider, long-term sustainable business models for RE projects, including financial and operational sustainability;
- Work closely with the Community Engagement Officers to incorporate community inputs and other considerations into the technical design of projects;
- Mentoring and on-site training of community, ESDM, and PLN staff during field or other assessments;
- Support, collaborate, and train/exchange (when necessary) Community Engagement Officer(s) and the other RETS with a structured gap assessment and identification of specific training opportunities.

### **Knowledge and Experience**

- University degree in electrical or mechanical engineering, renewable energy technologies, or similar;
- At least 5 years' experience in designing and delivering renewable energy projects, preferably solar PV and storage technologies.
- Experience conducting feasibility studies, environmental impact assessments, and/or other technical studies in the renewable energy field;
- Renewable energy and energy storage technology experience – one or more of the following:
  - ✓ Experience using solar PV design and modelling software/tools (e.g. PVSyst, SolarGIS, Meteonorm, Sunny Design);
  - ✓ Experience using renewable energy and energy storage modelling and design software (e.g. HOMER Pro®, RETScreen, iHOGA, DER-CAM, Excel-based tools, or others);
- Experience using drawing software (e.g. AutoCAD, Sketch-Up, Draft Sight);
- Experience in developing bill of materials for renewable energy projects;
- Experience in developing tendering documentation, detailed design and engineering, and with supporting entities as owners engineer is desirable ;
- Knowledge of renewable energy financial analysis tools (e.g. SAM), using pricing or estimation techniques or software (e.g. Pronamics, Excel, other tools), and developing RE project budgets;
- Some knowledge of conceptual or detailed design of LV and HV network installations will be advantageous;
- Practical, hands-on experience working in energy access and/or renewable energy programmes;
- Ability to foster positive and effective working relationships with variety of stakeholders;
- Strong communications skills and experience working as part of a multi-disciplinary team;
- Experience working in Maluku province and understanding of local context will be highly valued;
- English language skills an advantage;
- Willingness to spend significant time in field locations with limited access to commodities.

## **Mercy Corps Indonesia**

- Women and people from Maluku are especially encouraged to apply for this position.

## **2. MONITORING, EVALUATION, LEARNING (MEL) AND REPORTING SPECIALIST– NZMATES**

### **General Position Summary**

The NZMATES Monitoring, Evaluation, Learning (MEL) and Reporting Specialist is responsible for leading and overseeing the review, implementation and continued development of MEL systems for the NZMATES programme, and contributing to reporting. This includes annual review of the results framework together with programme partners, development/review of MEL tools and plans, participant and indicator tracking, organizing reflection and learning activities, contributing to reports, data compilation and participatory analysis, and coordinating the programme's mid-term review and final evaluation (coordination with MFAT and consultant). This role is also key to promoting programme quality, through ensuring learning outcomes contribute to programme improvement, and ensuring cross-cutting issues and accountability mechanisms are in place.

The successful candidate will be proactive and motivated, with a demonstrated ability to conceptualize, plan and implement program activities creatively, as well as the skills to analyze data and utilize lessons learned for the continuous improvement of program implementation and promote a culture of learning. She or he will also have a strong understanding of good practice in international development and in research and knowledge management. Experience in the renewable energy sector is preferred but not essential.

Given the flexible and adaptive nature of the NZMATES programme this is a vital role and is suited to a proactive, creative person with excellent analysis skills and attention to detail.

This is a full-time position based in Ambon, Maluku. Travel is required with up to 10 – 20% travel to very remote locations of Maluku province with limited access to main commodities. Field trips include trekking long distances in the jungle (6 – 8 hours walking per day), long boat rides, and limited access to communications.

### **Essential Job Responsibilities**

#### **Program Management AND MEL**

- Develop/review MEL tools and MEL plan and train the NZMATES team and to ensure effective use of program funds and information.
- Provide support, guidance and capacity building to team members on survey design, methodology, data analysis, and other services as may be required for programme monitoring, evaluation and learning.
- Work with the Programme Manager and Programme Advisor to produce monthly, mid-year, and annual donor reports, as well as other reports, proposals, communications materials or other documentation as required.

## **Mercy Corps Indonesia**

- Oversee and carry out data processing, including quality control, validation and verification for the collected data and support in data analysis.
- Maintain MEL databases for the NZMATES programme, including excel databases and the online TolaData platform.
- Keep track of programme indicators, develop 6-monthly and yearly indicator planning with the programme team and partners, and communicate and collaborate with partners at the provincial and national level as required to ensure understanding, ownership and contribution to NZMATES programme planning and progress.
- Work with the NZMATES Community Engagement and Technical teams to ensure the project pipeline database is kept up-to-date.
- Work with the NZMATES Community Engagement and Technical teams to ensure tools such as energy access tier methodology and sustainability assessment are fit-for-purpose, and are implemented correctly and consistently, and data is analysed.
- Conduct or oversee special studies such as Baseline Surveys, Community Impact Studies, Cross-Cutting Issues Studies or Stories of Change.
- Support good practice in development activities, ensuring that personnel, subcontractors, collaborators and others follow good development and behaviour practices, understand and respect local culture, when carrying out field visits;
- Ensure cross-cutting issues are mainstreamed and included in all Programme activities;
- Work with the Senior Communications Officer and Programme Manager to ensure appropriate knowledge management systems are in place to allow the NZMATES team access to the information needed to learn, adapt and implement the programme.
- Facilitate reflection and lessons-learned workshops with the NZMATES team at least once every 6 months, and compile and communicate lessons learned from these sessions.
- Assist on data collection and compilation implemented by partners as required, promote continuous learning and programme design improvements through facilitation of program-wide MEL analysis and feedback sessions.
- Work with NZ MFAT for the contracting, supervision and implementation of the programme mid-term review and final evaluation.
- Assist the Programme Manager in tracking programme and team member progress against work plans.
- Travel to field locations as required for monitoring of programme implementation and data gathering quality. NZMATES field locations are mostly very remote and require multiple days' travel, and conditions that may include basic accommodation or camping with limited access to electricity and water.
- Take a proactive approach to constantly reviewing and improving the NZMATES programme's MEL systems and implementation, and looking for ways to use information to identify gaps and potential improvements to the programme, and alignment with YMCI Minimum Standards.
- Other duties as required in support of NZMATES programme objectives.

### **Knowledge and Experience**

- Possess a relevant university degree or college diploma and 5+ years of relevant professional experience, including at least three years working in MEL, research or other relevant field for non-governmental organizations, UN agencies or with bi-lateral/multi-lateral programmes working in energy, capacity building or other related programmes.

## **Mercy Corps Indonesia**

- Experience working in adaptive programming and/or familiarity with Problem Driven Iterative Approach (PDIA) highly desired.
- Strong experience working closely with government, industry and community partners.
- Sound knowledge of the Theory of Change with demonstrated expertise and experience in MEL, including the development and use of results frameworks, indicators, MEL plans and systems and adaptive programming.
- Possess skills in qualitative and quantitative MEL methodologies and techniques.
- Significant experience in team / stakeholders training and institutional capacity building.
- Demonstrated strong computer and data analysis skills (e.g., MS Word, Excel, PowerPoint, Access, SPSS /STATA, and other qualitative and quantitative statistical analysis tools).
- Fluency in English and Bahasa Indonesia, both written and spoken, is required.
- Experience in conducting a research studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations, is desirable
- Willingness to spend some time in remote field locations.
- This role is open to all applicants. Women and people from Maluku are especially encouraged to apply.

### **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

## **Mercy Corps Indonesia**

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

The vacancy will be closed on **23 December 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