

Dear All,

Please find below open position.

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

SEED 4 WOMEN: WOMEN SMALL BUSINESSES ECONOMIC EMPOWERMENT THROUGH DIGITAL FINANCIAL INCLUSION INITIATIVE

About Yayasan Mercy Corps Indonesia

Yayasan Mercy Corps Indonesia (YMCI) is a local Indonesian non-profit organization, which implements humanitarian and development assistance programs throughout the country. YMCI'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

The overall goal of the program is to encourage women-led small businesses' economic empowerment through financial inclusion. To achieve this goal, Mercy Corps Indonesia will support 750 women-led small businesses over three years to improve their business practices, create 10% more jobs and increase profits by 15% through improved access to digital financial services and digital mentoring between 2021-2024. The theory of change hypothesizes that: IF women-led small businesses improve their business practices; and IF women-led small businesses improve their access to market and financial services; and IF women-led small businesses improve their access to digital mentoring, THEN women-led small businesses can develop profitable business, contributing to job creation and bettering their families' well-being.

PROGRAM ASSISTANT (PA) – MALANG CITY

General Position Summary

The Program Assistant will report to the Program Manager but will also be closely supporting the work of the Training and Mentoring Officer and MERL Officer. The Program Assistant will carry out administrative, finance and procurement tasks, as well as, translating and documenting letters, training modules, field reports, meeting minutes, beneficiaries counting and filing.

The position is based in Malang and requires up to 10% travel to program locations (depending on COVID-19 development).

Essential Job Responsibilities

- Support the program team in organizing all logistics for program-related meetings, workshops, trainings, and or mentoring. This includes identifying venues for training and accommodation, materials, arranging snacks and meals, managing consultants' contract, and other activities based on the MERL Officer's plan and guidance.

- Maintain the program filing and documentation system, including maps, photos documentation/ management and media monitoring files, field documents/ assessment, training materials/ modules, contracts, agreements and other administrative/ logistics documents in coordination with the Program Coordinator/ Training and Mentoring Officer/ MERL Officer. Collect and catalogue program resource materials.
- Support the Program Coordinator to prepare reports as required by the funder.
- On an as-needed basis, translate training materials/ modules and documents or provide oral translations from Bahasa Indonesia to English and vice versa for the program team and visitors.
- Support the program team in handling and following up the procurement needs, in accordance with the Field Procurement Policies and Procedures (FP3).
- Assist field staff, guests and consultants in all administrative matters such as vehicle use, accommodations, and others, in coordination with the Operations Team.

Qualifications:

- University degree, preferable in social, management, and economics,
- 4 years of experience accepted in lieu of a bachelor's degree.
- 1+ years of experience working in development programs with an emphasis on empowering of women-led small businesses or experience in training and mentoring for women-led adult and youth small businesses would be an advantage.
- Experience in administrative/ secretarial tasks is a plus.
- Strong communication and organizational skills.
- Computers skills with strong familiarity with Microsoft Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills.
- Very good understanding in English and Bahasa Indonesia verbal and written communication skills.

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

Yayasan 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

Yayasan 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

Yayasan 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_SEED4WOMEN_Your Name**” to hrd@id.mercycorps.org.

The vacancy will be closed on **31 January 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
Yayasan Mercy Corps Indonesia