

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

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

Under USAID/BHA funding, Mercy Corps is implementing a USAID/BHA-Funded, 21-months, \$2.5M 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 administrative levels to be better equipped to fulfill their mandate to deliver effective DM services and save lives.

SENIOR KNOWLEDGE MANAGEMENT, COMMUNICATION, AND RESEARCH SPECIALIST – INVEST DM 2.0

General Position Summary

Under the guidance of INVEST DM 2.0. Chief of Party, the Senior Knowledge Management, Communications, and Research Specialist (SKMCR Specialist) is responsible for leading and coordinating the development of knowledge management products, communications materials, and dissemination to target audiences, action, and policy research implemented and/or commissioned as well as analysis of program performances, intermediate results, and impacts contributing to program reporting.

The SKMCR will oversee and mentor the MEL Specialist in the development of MEL tools and plans, baseline, and end-line survey. The successful candidate will have 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. Collaboratively with the MEL Specialist, S/He will work closely with the Government Liaison and Policy and Legal Adviser to develop and implement strategies and plans to capture, share, and extend knowledge and learning within INVEST DM 2.0 and to external stakeholders including the government. S/he will also be responsible to ensure that learnings from the program are useful for the improvement of ongoing and future programs and that these are incorporated into reports.

S/he will have sound knowledge and experience in research, MEL, communication, and outreach, especially in the disaster-risk-management space. With the knowledge and learning documentation organized, the SKMCR specialist will assist in documenting the results (success stories, lessons learned, and best achieved) during program implementation to ensure the sustainability of program outcomes.

The position is based in Jakarta and will be embedded in BNPB and may require travel to the field site.

Essential Job Responsibilities

TECHNICAL LEADERSHIP IN KNOWLEDGE MANAGEMENT

- Lead and liaise with BNPB counterpart units and USAID Indonesia in KM product design preparation, materials and product development, quality assurance, and publishing on media;
- Lead technical preparation for program supported events such as management and technical committee meetings, seminars, peer reviews, evaluation, pause and reflection workshops, learning exchanges, symposiums, webinars, etc (this will be done in close cooperation and coordination with the Government Liaison and Policy Advisors, Operation Coordinator, Senior Talent Management Officer, and MEL Specialist);
- In consultation with the MEL Specialist, coordinate internal and external reviews of information collected with a strong emphasis on learning. This should capture the lessons learned from success stories (achievements) and challenges (failures) to inform the sustainability/exit strategy and influence policy direction;
- Ensure the INVEST DM 2.0 captures high quality, verifiable information using appropriate methods that meet the requirements of USAID Indonesia/BHA, BNPB/GOI, University of Hawai'i, Mercy Corps, and Yayasan Mercy Corps Indonesia;
- In collaboration with MEL Specialist, 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;
- Establish and manage a database of existing or ongoing learning documents and products (infographics, dashboard, etc.), including identifying the needs for other learning documents;
- 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 knowledge management, research, and communication needed to ensure success in delivering INVEST DM 2.0 program objectives.

COMMUNICATIONS

- Develop a communications strategy in consultation with INVEST DM 2.0 senior management, and maintain contacts with key government stakeholders and media actors, and developing communications materials as appropriate;
- Preparation of high-quality learning documents ranging from reports, best practices, case studies, academic papers, policy briefs, newsletters, blurbs, fact sheets, infographics, video blogs and pictures, etc. that also can be used for outreach, learning exchange, program visibility, and influencers for policy and decision making, including:
 - Knowledge materials and products translation (Dual language);
 - Product and materials layout, quality assurance, and branding.
- Develop ways for INVEST DM 2.0 team to effectively convey or tailor messages clearly and concisely. This requires collaboration with MCI creative design team to conceptualize various formats to communicate INVEST DM 2.0 story;

- Manage the dissemination of information to different stakeholders.

RESEARCH & COORDINATION

- Lead engagement with academia, think-tanks, UFDRR, and other fora;
- Lead and support Outcome Managers, GESI Specialist, and Senior Talent Management Officer (STMO) in the preparation of Term of Reference (TOR) and Scope of Work (SOW) for commissioning of studies including leading action and policy research design preparation and development of tools and methodologies for preparation of policy and position papers and briefs across all program outcomes;
- In collaboration with the University of Hawaii, 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;
- The candidate will also be asked to support academic publication outputs.

Qualifications:

- Master's degree in Journalism, Library science, Public Relations, Development Studies, Statistics, Social Sciences, or relevant field, with a strong foundation in knowledge management, communications, research methods, statistics, measurement, and evaluation.
- Relevant experience and background working in disaster risk management, climate change, and resilience are essential.
- Significant experience working on knowledge management, research, communication, and outreach required.
- Knowledge of USAID program management, implementation, evaluation, and reporting is preferred.
- Experience supervising M&E and communication teams and building team capacity to deliver high-quality results.
- Excellent verbal and written communication skills.
- Ability to conceptualize, plan and implement program activities creatively, as well as possess the ability to analyze data and utilize lessons learned for the continuous improvement of program implementation and to promote a culture of learning.
- Proficiency in English in writing and the ability to cross translate between Bahasa Indonesia and English. The ability to converse in English is essential.
- Computer literate; proficient in MS Office (Words, Excel, PowerPoint), design tools (Canva, Tableau, Corel draw, GIS, etc), qualitative tools (NVIVO), website development and management in particular, and Internet navigation are required.
- Advance management and mediation skills for event management.
- The candidate must be willing to travel to field sites as required.
- Conscientious, with excellent judgment.
- Organizing and presenting informational messages in a clear, concise, and logical manner that is easily understood by the target audience
- S/he will combine strong communication skills, creativity, initiative, participatory leadership.
- Ability to work as part of a team and coordinate with project personnel.
- Strong organizational skills.
- Providing exceptional partner relationships service to internal and external project stakeholders.

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: “SKMCRS_INVEST DM_Your Name” to hrd@id.mercycorps.org .

The vacancy will be closed on **03 Sept 2021** 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