

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.

INVESTING IN HUMAN CAPITAL FOR DISASTER MANAGEMENT (INVEST DM) 2.0

About Mercy Corps 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 Summary

Under USAID/BHA funding, Mercy Corps is implementing a USAID/BHA-Funded, 18-month, \$2.5M Investing in Human Capital for Disaster Management Program: INVEST DM 2.0. A continuation of INVEST DM phase 1, INVEST DM phase 2 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.

Vocational Education and In-service Training Coordinator Coordinator – Jakarta

General Position Summary

Under the direction of the Chief of Party through the University of Hawaii Program Manager, the Program Education & Training Coordinator 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 in Sentul). Travel is required with up to 20% of her/his time expected to be spent at subnational level.

Essential Job Responsibilities

- Strong & effective communications skills and ability working with team and partners.
- Experienced in working with government training and workforce development.

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- 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
- Liaise between the University of Hawaii (UHM) Disaster Management and Humanitarian Assistance 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 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.
- Support the UHM team and BNPB to conduct follow up on the needs assessment for supply and demand for education and training in Indonesia, including engagement with whole-of-society;
- The candidate will also be asked to support academic publication outputs, where relevant.

Qualifications:

- At least a Bachelor Degree in the relevant field of Disaster Management / Organizational Development / Communication / Disaster or Environment Management / Policy, Education, or relevant field;
- Minimum 5 years of experience across the fields of Disaster Management or Higher Education and Training, 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.

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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.

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How to Apply

Please send your CV together with the form on this [link](#) with the subject: “**Position_INVEST DM_Your Name**” to hrd@id.mercycorps.org.

The vacancy will be closed on **03 February 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