

### **Open Vacancy**

Dear All,

Please find below open position.

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

## **EMPOWERING WOMEN IN COFFEE ORIGIN COMMUNITIES IN NORTH SUMATERA (MAMORA)**

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**

Mercy Corps Indonesia will reach 3,500 direct participants (70% of them are female coffee farmers/farmers' wives) and 200 young participants (70% of them are women) from coffee farming families in Tapanuli Utara and Humbang Hasundutan Districts in North Sumatra. Throughout the 2 years of implementation we will partner with women on both sides of the coffee farming equation – women currently earning a living by working on smallholder coffee plantations and young women who are part of coffee farming families and choosing their career direction. We will improve the health and economic resilience of women coffee farmers/farmers' wives and their families through the bundling of health education, Water, Sanitation and Hygiene (WASH), financial literacy, and business literacy activities. The program will include agripreneurship / entrepreneurship activities for young women from coffee farming families to boost interest and knowledge of their families' businesses or creating their own. We will ensure male stakeholders are incorporated into activities where appropriate.

### **Objectives:**

1. Improve the quality of health of coffee farming families through health education and WASH facilities,
2. Increase economic resilience of women coffee farmers and their families through financial and business literacy, and
3. Development of agripreneurship and entrepreneurship for young women (up to age 35) from coffee farming families.

The program will directly reach 3,500 participants who own or work on smallholder coffee plantations up to 2 hectares (70% of them are female coffee farmers/farmers' wives) and 200 young women (70% of them are women). We estimate that 14,000 people (participants, family members and people from the broader coffee-producing community) in Tapanuli Utara and Humbang Hasundutan Districts will benefit directly and indirectly. Women are represented across all levels of production and perform all activities on these plantations, from the planting process, through crop maintenance and harvest, to postharvest when they sell the crops to markets or middlemen. Data indicates that most smallholder coffee plantations in Tapanuli Utara and Humbang Hasundutan Districts are generally managed by residents over age 45. Young people in coffee farming families have little interest in coffee plantations,

especially young women who often seek opportunities outside of the region. But they are very comfortable using social media.

## **Humbang Hasundutan and Tapanuli Utara Districts, North Sumatera**

### **1. Engineer Officer (EO) – MAMORA**

#### **General Position Summary**

The Engineer Officer will support the Program Coordinator to design frameworks and tools in various civil engineering projects for the construction/repair of WASH facilities, create designs and BOQ (Bill of Quantity), surveys and assessments, develop project implementation strategies and ensure material quality and quantity according to standards specified, oversee the distribution process, ensure material safety and responsible use, ensure community participation and contribution in the process of building/repairing WASH facilities. S/he will work closely with the WASH committee and village government as partners in the field, the program team and relevant stakeholders at the sub-district and district levels. Together with the WASH committee, develop a WASH action plan, sustainability strategy, and ensure its implementation. Besides that, S/he too periodically monitor project implementation, provide technical input, ensure timely progress of work, ensure predetermined quality engineering standards are met during and at the end of each project.

During the project period, S/he will support the Program Coordinator to ensure that at least 50 WASH facilities have been built/repared, 3.500 individuals gaining improved access to health services, ensuring 1,200 individuals with increased access to safe drinking water, 1,200 individuals with increased access to sanitation and 400 households with new or improved infrastructure.

The position is based in Humbang Hasundutan or Tapanuli Utara and requires up to 80 % travel to program locations (depend on COVID-19 development).

#### **Essential Job Responsibilities**

- Support the Program Coordinator to ensure a minimum of 50 WASH facilities are built/repared and 400 households with new or improved infrastructure.
- Support the Program Coordinator to ensure 3.500 individuals gaining improved access to health services, ensuring 1,200 individuals with increased access to safe drinking water, 1,200 individuals with increased access to sanitation.
- Conduct feasibility studies, surveys, and needs assessments, as required for assessment, planning, and design of needs for WASH facilities in the target villages.
- Develop WASH action plans and implement them.
- Develop and create designs, BOQ (Bill of Quantity) for WASH facilities to be built/repared and the technical specifications for the workforce required.
- Based on the complexity of the design or the size of the project, the Engineer Officer will recommend whether the project should be managed by a qualified contractor or through a community managed process.

## **Mercy Corps Indonesia**

- Maintain contact with relevant government departments on Mercy Corps activities and gather information on relevant government norms and standards; assist in process of getting approval from relevant departments for Mercy Corps projects and advise program teams on what paperwork.
- Together with the procurement team prepare and provide all the technical specifications needed to prepare for the tender (if needed), as well as assist the procurement team by reviewing the technical profile of the contractor and vendors.
- Ensuring the quality of building materials during the procurement process; checking the quality/quantity of materials sent to the warehouse or to the designated place.
- Provide technical assistance to workers/contractors, monitoring, and supervision during the construction process to ensure the construction process is in accordance with the design drawings and BOQ(Bill of Quantity).
- Maintain and control the quality of materials and equipment continuously.
- Ensure a safe working environment for all people involved in project implementation.
- Make inventory and materials logbook on site, prepare project visit and monitoring reports, make recommendations for improvement of implementation as needed.
- Verify and recommend a payment/progress certificate of a project.
- Report all construction work progress weekly to Program Coordinator.
- Provide advice on the formal handover of the project to the WASH committee and the Village Government.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and not to jeopardize its humanitarian mission.
- Ability to work nights and weekends as needed.
- Support Program Coordinator to prepare progress and final reports.

### **Knowledge and Experience**

- Bachelor's degree in civil engineering or construction Engineering or relevant engineering experience with minimum of 3 years relevant experience.
- Should possess strong interpersonal skills and the ability to communicate effectively with community members, contractors, and labours.
- Have the ability to work well in program teams, government and stakeholders at the district and village levels.
- Relevant training in construction technology preferred.
- Computer skills in Word, Excel and AutoCAD are required.
- Minimum 3 years of design and construction supervision experience in the field.
- Experience in implementing community-based projects, including infrastructure especially WASH facilities.
- Understanding of working together with local partners.
- Good problem solving and written and oral communication skills.
- Excellent verbal and written communication skills in both Indonesian and English.
- Preferably having experience in processing Geographic Information System (GIS).

## **2. BUSINESS DEVELOPMENT AND FINANCIAL SERVICES (BDFS) – MAMORA**

### **General Position Summary**

Business Development and Financial Services Program Officer will support the Program Coordinator to design the training, mentoring framework & tools for the program and provide technical supervision of the training and mentoring activities to ensure that at least 3,500 direct participants (70% of them are female coffee farmers and coffee farmers' wives) gaining access to financial services, business development, business, and financial literacy. In addition, S/he will support the program coordinator to ensure 1,850 participants received mentorships and engage with 450 volunteers' mentors under MicroMentor Indonesia platform, 1,400 participants have accessed to financial services, 700 program participants have accessed to other resources (include market) and 370 household with increased income.

The position is based in Humbang Hasundutan or Tapanuli Utara and requires up to 70 % travel to program locations (depend on COVID-19 development).

### **Essential Job Responsibilities**

- Support the Program Coordinator to ensure the program will have 1,850 participants completed business and financial literacy trainings.
- Support the Program Coordinator to ensure the program will have 1,850 participants received mentorships and engage with 450 volunteers' mentors under MicroMentor Indonesia platform.
- Support the Program Coordinator to ensure 1,400 participants gaining access to financial services and 700 participants to other resources. Therefore, 370 households with increased income and 200 jobs created.
- Develop criteria to identify the program participants who will participate in financial literacy and business literacy trainings and mentorings.
- Based needs assessment, develop training and mentoring workplan to improve direct participants access to financial services and business development services from formal financial institutions and other resources.
- Develop monthly workplan and target and provide monthly progress against the target and workplan.
- Support Program Coordinator to prepare the consultant SoWs needed to reach the program key success metrics.
- Support Program Coordinator to develop partnership agreements with government and private agencies based on needs assessment results to provide direct participants access to financial and business literacy, financial services, and business development services.
- Ensure the data needed for program monitoring, evaluation, learning, and report are available.
- Attend coordination meetings and maintain regular contact with relevant stakeholders. • Conduct travel to project locations to monitor quality of implementation and adjust plans and approaches to meet the program objectives.
- Support Program Coordinator to prepare progress and final reports.

### **Knowledge and Experience**

- University degree in Economic, Business, Social Studies, Public Health, or related fields.

## **Mercy Corps Indonesia**

- Minimum 3 years' experience working with NGOs and Local Government Agencies in Emergency, Recovery and Livelihood Programs.
- 3+ years' experience working as a training and mentoring officer in development programs. Experience in design and implementing the training and mentoring on financial and business/entrepreneurship for women and youth would be an advantage.
- Have knowledge on women businesses, community business organizations, formal financial institutions who is leveraging financial services to women and youth businesses would be an advantage.
- Experience in deliver capacity building with the formal financial institutions and business development services' providers would be an advantage.
- Understanding of working together with local partners and local government agencies.
- Good problem solving and written and oral communication skills.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

### **3. ADMINISTRATION AND OPERATION OFFICER (AOO) – MAMORA**

#### **General Position Summary**

Under the leadership of the Program Coordinator, administration, and Operation Officer Will base in Humbang Hasundutan or Tapanuli Utara District and responsible to administration, and operation issues in Humbang Hasundutan or Tapanuli Utara office.

The position is based in Humbang Hasundutan or Tapanuli Utara and requires up to 40 % travel to program locations (depend on COVID-19 development).

#### **Essential Job Responsibilities**

##### **Finance**

- Become point of contact between Jakarta and field office for any field financial issue.
- Provide first advice to field office team to ensure all finance and operation process fully meet requirement the YMCI policy and procedures (FP3, Field Finance Manual and Sub Award Financial Management Manual).
- Verify expenditures report from local partner, ensure all receipts and supporting document are completed, and funds received are correct;
- Maintain operational advance cash needed for routine office operation.
- Other finance related duties as assigned, including possibility to maintain sub ledger if needed.

##### **Administration**

- Provide support in ensuring that Mercy Corps' Program Management Minimum Standards based on the organization-wide guide are met.
- Establish and maintain appropriate filing systems for program correspondence, including but not limited to donor emails, reports, work plans, contracts, revised budgets, etc.
- Co-ordinate any other necessary administrative and office management details on behalf of the Office Coordinator.

## **Mercy Corps Indonesia**

### **Operation**

- Responsible for all operational needs of COVID-19 Preparedness program and any other program/Project in Humbang Hasundutan and Tapanuli Utara.
- Responsible for all fleet management in Humbang Hasundutan and Tapanuli Utara Office.
- Handle Procurement process and prepare simple service contract & Full Contract (Direct – Small Purchases).
- Adequate documentation of purchase transaction and procurement contracts for archival and audit purposes should be followed using the forms outlined in the Field Procurement Manual (FP3) and signed by the appropriate authorities.
- Make sure that all delivered items from vendors are in accordance with printed Purchase Requisition.
- Prepare goods received note and collect the authorized signature.
- Prepare the required documentation of supplies and transactions are completed to YMCI standards.
- Assist the program and office staff with procurement activities, as required.
- The operation officer will conduct himself/herself both professionally and personally in such a manner as to bring credit to YMCI and to not jeopardize its humanitarian mission.
- Develop and maintain high quality of filing system both soft copy and hard copy for procurement related documentation.
- Involve in tender process based on FP3 procedure and coordinate with Procurement Team in Jakarta.
- Assist the operation manager to provide Master List for Humbang Hasundutan Office every month.

### **Knowledge and Experience**

- Bachelor's degree in accounting, finance, administration or other relevant field.
- Minimum 2 years' experience working in finance and operation, especially for disaster management program.
- Have experience in Procurement, supply chain management, logistic or related field.
- Strong computer skills in MS Office programs, particularly Excel
- Accuracy in the processing of cash transactions, mathematical aptitude, and attention to detail
- A clear understanding of procurement ethics and donor compliance is essential.
- Advanced oral and written local and English skills.

### **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.

# Mercy Corps Indonesia

## **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 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** and a **cover letter** that specifically addresses how you will handle this job responsibilities, together with the form on this [link](#) with the subject: **"The Position\_MAMORA\_Your Name"** to [hrd@id.mercycorps.org](mailto:hrd@id.mercycorps.org).

The vacancy will be closed on **07 July 2023** 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