

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 its "*Investing in Human Capital for Disaster Management*" (INVEST DM) 2.0 program. The program works at the national level and is implemented to support the Government of Indonesia (GOI) disaster management institutions and people at key administrative levels to be better equipped to fulfill their mandate to deliver effective disaster risk management (DRM) services and save lives. INVEST DM 2.0 seeks to provide a holistic approach to support Indonesia's disaster management institutions, supporting BNPB's own 'people-centered' approach, where comprehensive inputs in the areas of: technical capacity in preparedness-response-recovery; policy and planning; governance; and organizational development. These areas are grounded in human capital, serving to capacitate and reinforce the people that make it all function. This means supporting GOI personnel at the national and sub-national levels alike.

INVEST DM 2.0 is implemented under the Grant Implementation Agreement (GIA) umbrella between USAID and BNPB on the USAID DRM Portfolio. Based on the GIA, a Secretariat will be established at BNPB. It will service the governance structure set out in the GIA, especially the Management Committee consisting of representatives from USAID Indonesia and BNPB. It will also serve the Technical Committee and follow up on both committees' recommendations. The primary function of the Secretariat is to carry out tasks stipulated in the GIA, including:

- a. Support coordination and engagement with other national and sub-national government agencies in the implementation of the USAID DRM Portfolio;
- b. Collect and consolidate progress reports on the implementation of the USAID DRM Portfolio from Implementing Agencies, then provide those reports to the Executing Agency and Management Committee for review;
- c. Collect relevant administrative and financial reports from Implementing Agencies including reports on any Grantee Contributions;
- d. Organize and host Management Committee meetings and provide related secretarial services; and

- e. Coordinate with technical teams to ensure the support is delivered in an effective, efficient, and accountable manner.

INVEST DM 2.0 is currently the only USAID registered program under the GIA. USAID Indonesia has tasked INVEST DM 2.0 to support the Secretariat's operations during the life of the program. To support the functions of the USAID DRM Portfolio Secretariat, INVEST DM 2.0 will recruit a Secretariat Administrative Senior Officer. The position holder will be embedded in the BNPB Planning Bureau.

SECRETARIAT ADMINISTRATIVE SENIOR OFFICER (SASO) – JAKARTA

General Position Summary

The Secretariat Administrative Senior Officer (SASO) is a team member of INVEST DM 2.0. The position will assist with delivering the day-to-day activities of DRM Portfolio Secretariat at BNPB. The SASO will be responsible for general GIA level administrative arrangements to plan, prepare and support the implementation of the GIAs governance agenda and meetings; such as (i) follow up actions of the committees; (ii) support the preparation and documentation of AWP, BAST, VAT exemption, personnel working permits; and (iii) perform administration and documentation relevant to the secretariat functions in the implementation of the GIA.

Essential Job Responsibilities

- Supporting the Secretariat in the GIA implementation, such as to prepare and facilitate GIA governance meetings (including Steering, Managing and Technical Committees), all administrative management as required and to facilitate program coordination, and other functions of the Committees' under the GIA;
- Support all administrative and financial aspects and report preparation pertaining to INVEST DM 2.0 assistance, such as the events and activities at the GIA level. This shall follow Mercy Corps Indonesia (MCI) Procurement guidelines and facilitate BNPB internal needs.
- Support the preparation and documentation of AWP, BAST, VAT exemption, and program(s) personnel work permits (long-term foreign nationals assigned to INVEST DM 2.0);
- Support program-level administration and documentation assigned and relevant to support the operations of the Secretariat to implement the GIA; Assist INVEST DM 2.0 and other US Government-funded initiatives (as may be required during the life of INVEST DM 2.0) under the GIA in the collection, sorting and inputting of all past and planned activity costs required by USAID and for generating BAST reporting;
- Maintain all other DRM Portfolio Secretariat related filing and documentation, including reports, minutes and notes of meetings, maps, photo documentation/ management, and media monitoring files;
- Availability to work evenings, weekends, or on holiday, as needed with compensatory time-off as approved by the co-directors;
- Prepare a Secretariat monthly activity report to be submitted by the end of each month to BNPB and INVEST DM 2.0;

- Conduct himself/herself professionally and personally in such a manner as to bring credit to BNPB and Yayasan Mercy Corps Indonesia and not jeopardize its humanitarian mission in Indonesia.

Qualifications:

- Minimum bachelor's degree in the field of law (international law, state law/constitutional law, administrative law), international relations, state/public administrative or related field.
- A mid-level career position with minimum five years of experience is required. Administrative or secretariat support experience is a must. Working experience with GOI is an advantage.
- The candidate must have good communication skills, document/ report writing, adequate understanding and skills of English speaking and writing, and Bahasa Indonesia and administrative background.
- Proficiency in Microsoft Word, Excel, and other computer programs is required.
- Effective time management and organization skills, including priority setting and responding to program needs.
- Advance interpersonal 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: “SASO_INVEST DM_Your Name” to hrd@id.mercycorps.org.

The vacancy will be closed on **23 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