



## **Vacancy Coordinator Assistance Nusa Tenggara Barat**

### **GENERAL INFORMATION**

ADRA Indonesia is seeking an experienced candidate as Coordinator Assistance for Disaster Risk Management Coordinator in Nusa Tenggara Barat as summarize below.

**Title:** Coordinator Assistance  
**Duty Station:** Nusa Tenggara Barat  
**Report to:** Regency Coordinator  
**Coordinates with:** MEL Officer  
**Duration:** August, 2020 – July, 2021, with possible extension  
**Closing date:** 19 August 2020

### **BACKGROUND**

Yayasan ADRA Indonesia is an Agency of the Seventh-day Adventist Church. The mission of the agency is to serve humanity so all may live as God intended. ADRA Indonesia belongs to the worldwide ADRA network, comprised of more than 120 supporting and implementing country offices.

ADRA's five core sectors include livelihood, mother and child health, WASH and has more than 20 years of experience on disaster response across Indonesia. In the coming years, ADRA Indonesia focus is to reduce the need for relief assistance through Disaster Risk Management programs.

ADRA Indonesia, in consortium with Plan Indonesia, MDMC, RedR, Pujiono Center will implement a Locally Led Disaster Preparedness and Protection (LLDPP) through strong institutions, capable staff and continuous learning. The overall objective of the LLDPP project is to improved local multisector disaster preparedness & rapid response capacity in the provinces of Banten, West Nusa Tenggara and Central Sulawesi. The LLDPP will contributing to the safety, dignity and rights of affected people and improving affected people's access to assistance according to need and without discrimination in future disasters. ADRA Indonesia is seeking a qualified Coordinator Assistance for Nusa Tenggara Barat to support DRM coordinator to achieve this project goal.

### **FUNCTIONS OF ROLE**

The Coordinator Assistance in Nusa Tenggara Barat will work under the direction and supervision of Regency Coordinator to strengthening structures of relevant local government

institutions and civil society organizations on local disaster response frameworks, multi-hazard contingency plans and grassroots early warning systems and development of early action system.

#### **DUTIES AND RESPONSIBILITIES**

- Organizing trainings, workshops, community meetings, FGDs and community simulation exercise to testing and improve contingency plan and to improve early warning and early action system
- Support Regency Coordinator in developing partnership and maintain coordination with government officials, NGOs and people organizations at sub-national level.
- Support Regency Coordinator in the implementation of monitoring and evaluation framework to measure progress and results of the project and initiatives to achieve of project targets.
- Ensure compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms.
- Provide regular reports as requested by Regency coordinator and work with MEAL to tracks project progress.

#### **QUALIFICATIONS AND COMPETENCIES REQUIRED**

- A bachelor degree in social science, economics, or related development studies.
- Minimum 3 (three) years of professional experience in disaster risk reduction or disaster management related projects.
- Good knowledge and experience in disaster management plan, disaster response framework and contingency plan.
- Good understanding on humanitarian principles and standards, including architecture of emergency response in Indonesia.
- Ability to establish and maintain contacts with government officials, to communicate effectively, both orally and in writing, for effective advocacy and influence policy makers
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Deadline to submit your application is with **August 19, 2020**. Only short listed of Applicants will be invited for interview.

Please submit your Application (cover letter and latest CV) by email to: [recruitment@adraindonesia.org](mailto:recruitment@adraindonesia.org) and mark your e-mail subject: “**Coordinator Assistance for Nusa Tenggara Barat**”