



## Vacancy Project Manager

### GENERAL INFORMATION

ADRA Indonesia is seeking an experienced candidate for Project Manager for Disaster Risk Management Project (DRM) as summarize below.

**Title:** DRM Project Manager  
**Duty Station:** Banten and Jakarta, Indonesia  
**Report to:** Program Director  
**Coordinates with:** Tim Leader of DRM  
**Duration:** July, 2020 – June, 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 in Banten, West Nusa Tenggara and Central Sulawesi. ADRA Indonesia is seeking a qualified Project Manager to manage the project in partnership with other consortia members and building partnership with government officials at national and sub-national level.

### FUNCTIONS OF ROLE

Manage every aspect of the project from planning, coordinating the implementation of the project with key stakeholders, to reporting the project, managing the budget and coordinating the human resources.

### DUTIES AND RESPONSIBILITIES

- Building strategic partnership with sub-nationals and national level to improve local disaster response framework, contingency planning and strengthening the Pusdalops in preparedness to response

- Work with other partners to increase knowledge management on disaster management at sub-national level to improve preparedness to response in multi-hazards scenarios
- Managing financial, human resources and others project resources to maximize project cost-effectiveness and efficiency
- Ensure the implementation of monitoring and evaluation framework to measure progress and results of the project and initiatives to achieve of project targets.
- Identify risks for timely action and early resolution in coordination with other partners of DRM projects
- To make sure compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms and the achievement of results according to the principles of results-based management (RBM).
- Support and provide advice to regency coordinators in regency level, prepare quarterly report, examine the performance and prepared final report
- Represent ADRA Indonesia in sub-national and national level to promote, advocate and speak for organizational strategic on disaster risk management.

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

- A bachelor or master degree in political or social science, management and development related field.
- Minimum 5 (five) years of experience in humanitarian sector preferable experience in disaster management.
- Demonstrate good knowledge of humanitarian principles and standards, including architecture of emergency response in Indonesia
- Sound knowledge and exposure to a wide range of disaster response or response to humanitarian crisis in Indonesia or managing disaster risk management related projects
- Ability to establish and maintain contacts with government senior officials, to communicate effectively, both orally and in writing, for effective advocacy and influence policy makers
- Solid knowledge and experience in project management and financial resources management
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Deadline to submit your application is with **July 21, 2020**. Only short listed of Applicants will be invited for interview.

Please submit your Application by email to: [recruitment@adraindonesia.org](mailto:recruitment@adraindonesia.org) and mark your e-mail subject: “**DRM Project Manager**”