



## **Vacancy** **Regency Coordinator Pandeglang, Banten**

### **GENERAL INFORMATION**

ADRA Indonesia is seeking an experienced candidate as Regency Coordinator for Pandeglang, Banten as summarize below.

**Title:** Regency Coordinator  
**Duty Station:** Pandeglang, Banten  
**Report to:** Project Manager  
**Coordinates with:** MEL Coordinator  
**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 Regency Coordinator for Pandeglang, Banten to deliver activities of LLDPP project to (1) 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 rapid deployment roster; 2) Increasing management/leadership capacity and humanitarian professionalism of key stakeholders; 3) support the production of analysis and lessons learned, best practices and recommendations to other regencies; 4) manage the interventions in strong collaboration with other consortia members and partnership with government officials at sub-nationals level.

## **FUNCTIONS OF ROLE**

The Regency Coordinator in Pandeglang, Banten will work under the direction of LLDPP Project Manager to provide the strategic leadership, coordination, implementation and harmonization of activities aimed at achieving the project objective in sub-national level. S/he will ensure that continue lessons learned are integrated and to improved accountability and the use of empirical evidence for learning and adapting

## **DUTIES AND RESPONSIBILITIES**

- Implement LLDPP project activities to improving local disaster response framework, contingency planning and strengthening the Pusdalops in preparedness to response.
- Work with sub-national government and key stakeholders in Pandeglang, Banten to increase knowledge management on disaster management to improve preparedness to response in multi-hazards scenarios
- Managing financial and human resources to maximize project cost-effectiveness and efficiency
- Lead the implementation of monitoring and evaluation framework to measure progress and results of the project and initiatives to achieve of project targets.
- Ensure the compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms.
- Provide regular reports utilizing reporting tools, monitoring plans, performance reporting system that tracks indicators and meet donor requirements.

## **QUALIFICATIONS AND COMPETENCIES REQUIRED**

- A bachelor or master degree in social science, economics, or related development studies.
- Minimum 3 (three) years of professional experience in managing disaster risk reduction or disaster management.
- Demonstrate excellent 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 senior 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: “**Regency Coordinator Pandeglang, Banten**”