



JOB VACANCY

**PROJECT Coordinator – Strengthening Inclusion in Humanitarian Action through Cluster Mechanism (SEHATI)**

**Line Manager:** MPBI chairperson

**Duty Station:** The Post holder preferably be based in the Greater Jakarta Area (Jabodetabek) with possibilities of travel to several other cities in Indonesia.

**Work type:** Full time (12-month contract), with funding available to at least 26 months- This position will commence after the signing of the contract

**Application Close:** 18 October 2024

**Salary Scale:** IDR 8 – 12 million

**Mission:** The SEHATI project (Strengthening Inclusion in Humanitarian Action through Cluster Mechanism) aims to enhance the inclusion of persons with disabilities, older people, and other high-risk groups in Indonesia’s disaster management systems. Implemented by YEU (lead) and MPBI (co-lead) with the support from CBM Global, this project seeks to increase the active involvement of people with disabilities, the elderly and other at-risk groups in humanitarian actions by strengthening the capacity of Organizations of Persons with Disabilities (OPDs) and improve coordination within the National Cluster for Displacement and Protection (Klasnas PP).

By mainstreaming disability inclusion across humanitarian clusters and advocating for the meaningful participation of high-risk groups, SEHATI aspires to build a disaster-resilient community where the rights and dignity of vulnerable populations are protected.

The Project Coordinator will play a key role in leading the overall implementation of the SEHATI project. This role involves managing project activities, ensuring that objectives are met, and maintaining strong coordination with partners, stakeholders, and the wider humanitarian community. The Project Coordinator will work closely with both internal and external partners to ensure the successful execution of the project while upholding its commitment to inclusivity and impact.

**Job Description:**

- Oversee the day-to-day management of the SEHATI project, including planning, execution, monitoring, and reporting.
- Coordinate with key stakeholders, including OPDs, government agencies (such as BNPB and the Ministry of Social Affairs), and other humanitarian actors to ensure alignment with project goals.



- Formulate project implementation strategies in collaboration with the project team, consortium partner organizations and authorities (local and national), technical advisor(s) and board members,
- Ensure good quality of the activities implemented in line with the agreed proposal and project consortium' technical standards as well as in accordance with donors' regulations, MPBI policies and procedures or policies and procedures agreed by project's consortium.
- Manage the project team and provide leadership, guidance, and support to ensure all activities are delivered on time and within budget.
- Ensure that project activities are inclusive and accessible for persons with disabilities and other high-risk groups, in line with international standards such as Sphere standards
- In collaboration with the relevant specialists and MPBI's board, identify any area in need for additional technical support in order to guarantee the quality of the project
- Ensure that the tools, trainings and other materials developed within the project framework are validated according to MPBI standards and procedures.
- Design, organize and supervise capacity building initiatives (including workshops and trainings) needed during the project
- Design and implement project monitoring and evaluation procedures, according to MEAL documents of the project, including producing internal and external reports for compilation to the MPBI's board of executives (internal) and Partner's project manager and donors (external) in a timely manner
- Contribute towards the capitalization of the experiences and promotion of lesson learning approach throughout the project implementation period, including managing evaluations and development of lessons learnt document together with project coordinator from implementation partners
- Perform other duties that may arise in line with the level of responsibilities of the JD, as agreed with the line manager.

**Knowledge/Experience required:**

- Master degree OR at least 5 years of experience in disaster management, social issues or related field
- Excellent knowledge of project management cycle, monitoring & evaluation, policy development and training cycle management
- At least 3 years progressive experience in project management
- Excellent knowledge of the humanitarian cluster and sub-cluster coordination system.

**Skills required:**

- Strong leadership skills
- Team management skills
- Strong analysis and writing skills
- Organized, creative, motivated
- Ability to deliver the required outputs and outcomes of a project implementation plan independently within time and budget and formulate solutions to challenges
- Excellent networking skills
- Very good in computer and communication skills



<ul style="list-style-type: none"><li>• Experience of working with a variety of stakeholders</li><li>• Good knowledge of the disability sector in Indonesia, and/or willingness to work with people with disabilities</li><li>• Research experience desired</li><li>• Have an open mind towards diversity, gender equality, and inclusion</li></ul>	<ul style="list-style-type: none"><li>• Fluent in written and spoken English</li></ul>
<p><b>How to Apply:</b></p> <p>Interested applicants are invited to submit their applications via the following Google Form: <a href="https://bit.ly/ApplyForMPBI">https://bit.ly/ApplyForMPBI</a></p>	