

Position	: Program Officer	Department	External Relations
Location	: Ubud-Bali, Indonesia	Reports to	: External Relations Coordinator
Start date	: ASAP	Duration	: Ongoing Position
To apply	: send your CV and cover letter: hr@idepfoundation.org		

IDEP Foundation is a local Indonesian NGO, which specialized in the development of curricula media, and practical programs that educate and empower local communities in sustainable development, including emergency relief. More details about IDEP programs can be found on the organizations website: www.idepfoundation.org.

Job summary

The Program Officer is required to support the work of the External Relations Department of IDEP. The External Relations Department is responsible for the development and maintenance of good working relationships with partners, stakeholders, and donors. The Program Officer will be responsible for the development and maintenance of a current contact database in order to facilitate the coordination of our external relations function. The Program Officer will also coordinate the dissemination and distribution of IDEP media products, as required. The role will involve substantial research to identify potential partners, donors and networks that support and promote the work of IDEP.

IDEP's history to date

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Since 1998, IDEP has been delivering trainings and developing campaigns and curriculums for increasing local communities and other stakeholders in various aspects of sustainable development. In 2002 IDEP was directly involved in the emergency response and recovery from the Bali Bombings, and since that time the organization has also had a focus on developing tools and capacity building for community based disaster management.

Until 2005 IDEP was a relatively small-scale organization, which relied primarily on the support of volunteers and private donors. Then in 2005-2006, IDEP expanded dramatically due to its involvement in the emergency response and recovery process from the Asian Tsunami in Aceh.

IDEP is now a medium scale organization with over 50 staff based both in Bali and Aceh. IDEP also runs a community based disaster management program which is targeted for implementation through partner organizations on a national scale.

IDEP Programs overview

IDEP Foundation's key focus areas are

1. Sustainable Development based on the principles and practices of Permaculture
2. Community Based Disaster Management, Emergency Response and Sustainable Recovery
3. Media, Curriculums and Campaigns Design and Distribution

The Foundation's key programs are

A. Sustainable Development based on the principles and practices of Permaculture

Training, demonstration sites and outreach activities, including sustainable agriculture, gardening, seed saving, community wastes management, wastewater treatment and fair trade promotion. For more info see:

- Seed saving: www.idepfoundation.org/idep_seeds.html
- Waste Management: www.idepfoundation.org/idep_waste.html
- Outreach Trainings: www.idepfoundation.org/ecotrainer/index.html
- Wastewater Treatment Systems: www.idepfoundation.org/idep_wwg.html
- Fair Trade Shop in Ubud: www.idepfoundation.org/balicares/index.html

B. Community Based Disaster Management, Emergency Response and sustainable recovery

Before, during and after disasters IDEP works together with local communities to help increase understanding and resilience to disasters. In times of disaster IDEP works with a nationwide network of local partners to get people the assistance they need as quickly as possible.

1. **Community Disaster Preparedness** - IDEP's Community Based Disaster Management (CBDM) capacity building program assists local communities to understand and implement a range of effective actions that can help to reduce the chance of disaster happening in their area, be more prepared if disaster does happen, and recover more quickly and more sustainably from disasters. For more information see www.idepfoundation.org/Community-Preparedness.html

2. **Rapid Emergency Response** - IDEP helps disaster struck communities and provides assistance to small, remote communities that would normally be overlooked. IDEP works with its emergency response partners to assess needs and deliver effective and efficient emergency relief, when, and where help is the most urgently needed, within the first 12 hours after a disaster. This assistance fills the gap of aid provision until larger agencies can start working on the ground. Once larger, more equipped agencies begin providing aid, IDEP focuses on assisting communities that are too small or too remote to receive support from the larger agencies. For more information see www.idepfoundation.org/Emergency-Response.html
3. **Sustainable Disaster Recovery**- In Tsunami struck Aceh, IDEP is working through its GreenHands Field School to teach communities the skills needed to strategize, develop and action their own recovery plans, while using and strengthening their local resources in a sustainable way. For more information see www.idepfoundation.org/Sustainable-Recovery.html

C. Curriculums and Campaigns Design and Distribution

1. Development and socialization of a range of publications and campaigns in keeping with our program focus areas: for samples of IDEP media see www.idepfoundation.org/idep_downloads.html
2. Development of a sustainable development curriculum for Indonesian primary schools called 'Learnsapes' www.idepfoundation.org/idep_edu.html

About the position

Duties and responsibilities include:

1. Research

- 1.1. Researching philanthropic programs for a range of corporate entities to identify a range of potential donors that are a good fit with Yayasan IDEP's mission and values.
- 1.2. Researching the strategic plans of various international donor agencies to identify potential partners and donors.
- 1.3. Researching and identifying a range of publications which could potentially feature articles and news about Yayasan IDEP.

2. Data Entry

- 2.1. Assisting with the development of a contact database through the collation of various data sources into one database.
- 2.2. Ongoing maintenance to ensure contact information and associated records are current and pertinent.

3. Correspondence

- 3.1. Assisting with the everyday correspondence requirements of the External Relations Department including responses to web inquiries, requests for information and updates to our stakeholders.

4. Administration

- 4.1. Assistance with the daily administration of the external relations and media departments, especially relating to the distribution of new media.
- 4.2. Ad hoc support for the external relations team, as required.

Skills and Requirements

1. Minimum university level graduate
2. Advanced English language (particularly written and comprehension skills are of importance)
3. Computer skills: excel, word, PowerPoint.
4. Highly organized, with the ability to work independently on some projects.
5. Good communication and writing skills.
6. Strong research skills
7. Team player

Please Note: This job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments, funding and following discussion with the employer or contractor and subsequent developments of a performance plan.