



# Yayasan IDEP Job Description

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<b>Position</b>	: Program Coordinator	<b>Program</b>	: Bali Permaculture
<b>Location</b>	: Ubud-Bali, Indonesia	<b>Reports to:</b>	IDEP Development Director
<b>Start date</b>	: ASAP	<b>Duration</b>	: Ongoing post
<b>To apply</b>	: send your CV and a letter with your expression of interest to : <a href="mailto:hr@idepfoundation.org">hr@idepfoundation.org</a>		

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**Yayasan IDEP** is a local Indonesian NGO, which specializes in the development of curricula media, and practical programs that educate and empower local communities in sustainable development. More details about IDEP programs can be found on our website: [www.idepfoundation.org](http://www.idepfoundation.org)

**IDEP's Bali Permaculture Program** creates practical demonstrations of sustainable agriculture and provides training and tools for the capacity building of local people, community groups and schools in various aspects of sustainable development and design.

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## Job summary

The key responsibility of the IDEP Bali Permaculture Program Coordinator is to ensure that all projects and programs within the Bali Permaculture Program attain their project purpose and primary goals, as per the deeds, contracts and funding of the project(s).

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## IDEP's history to date

### History to date

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
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# Yayasan IDEP Job Description

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## The Foundation's key programs are

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### 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](http://www.idepfoundation.org/idep_seeds.html)
- Waste Management: [www.idepfoundation.org/idep\\_waste.html](http://www.idepfoundation.org/idep_waste.html)
- Outreach Trainings: [www.idepfoundation.org/ecotrainer/index.html](http://www.idepfoundation.org/ecotrainer/index.html)
- Wastewater Treatment Systems: [www.idepfoundation.org/idep\\_wwg.html](http://www.idepfoundation.org/idep_wwg.html)
- Fair Trade Shop in Ubud: [www.idepfoundation.org/balicares/index.html](http://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](http://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](http://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](http://www.idepfoundation.org/Sustainable-Recovery.html)

### E. 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](http://www.idepfoundation.org/idep_downloads.html)
2. Development of a sustainable development curriculum for Indonesian primary schools called 'Learnsapes' (planned project) [www.idepfoundation.org/idep\\_edu.html](http://www.idepfoundation.org/idep_edu.html)

### Immediate responsibilities and accountabilities of the position

The Permaculture Program Coordinator will be required to devote a portion of their time towards the development of a long term plan (3-5 years) for the IDEP CBDM program. This will be done with the assistance of the Development Director and approved by the Executive Director and Key Advisors. The long-term plan will include:



# Yayasan IDEP Job Description

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- Defining the direction, mission, goals and implementation plan of the Program. Identification of Key Projects to be undertaken by the Department to fulfill the Programs goals and their proposed timeline.
  - Developing a plan for sustainable expansion of the program to meet IDEP's mission and the Program's goals, including sourcing of staffing needs and staff development for the Program.
  - Work with the Development Director to develop and implement a plan for promotion and socialization of proposals for the Programs fundraising needs
  - Managing the plan and schedule for implementation of all of the above.
  - Liaising with external stakeholders; Donors, Government, Partners and external advisors.
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## Ongoing responsibilities and accountabilities include

### 1. *Management*

- 1.1. Develop and manage the Bali Permaculture Program staff members including appropriate training, job development including the provision of enrichment and personal growth opportunities.
- 1.2. Ensure that the project staffs conduct all projects as set out in the Schedule of the Deeds and/or project objectives. Assist in recruitment of staff and volunteers with support from IDEP HR. Coordinate and promote opportunities in the department's programs for volunteers and trainees.
- 1.3. Manage and supervise project staff, consultants and volunteers including, creating and approving accurate job descriptions, performance reviews and measurements, conducting regular staff evaluation and performance reports.
- 1.4. Responsible for and supervises uses of all Project Equipment (computers, vehicles, tools, facilities etc).
- 1.5. Support clear and appropriate communication channels with all other departments of IDEP.

### 2. *Planning*

- 2.1. Within the scope of the project, assist in the coordination and the timely preparation of funding submissions on behalf of the organization before department funding become critical.
- 2.2. Coordinate timely preparation and processing of needs for staff, volunteers, and consultants and for tendering, purchasing and funds processing.

### 3. *Financial & Reporting*

- 3.1. Develop budget(s) for BPP the project in general and BPP component projects based on proposal requirements, contract service agreements and other possible fund raising or income generating strategies for the department and its sub projects.
- 3.2. Manage and control the budget, ensuring that all expenditures remain within budget, using the IDEP charter of accounts and financial management systems.
- 3.3. Provide regular reports including written materials to IDEP's Director, Governing and Executive Committee members of the IDEP Foundation organization.



# Yayasan IDEP Job Description

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- 3.4. Ensure that reports are prepared about the department's program, projects and activities as required by the funding bodies within the time frames and as specified in all agreements contracts, deeds and variations to those deeds relating to the department.
- 3.5. Work with the Development Director and Other Senior Management to secure ongoing funding for the Program.
- 3.6. Oversee all the MONEV activities in the department related to the program using the IDEP MONEV standards and other tools. Provide regular monthly written reports to the IDEP's Management about results, for both in-house (i.e. at demo site) & outreach training activities and for any other reporting requirement for the program and / or as requested by IDEP management

## 4. Communications

- 4.1. Coordinate conferences, physical visitations with community members and staff as necessary to ensure program direction and participation is in accordance with strategic planning.
- 4.2. Ensure that activity reports are prepared and submitted to IDEP internally through a bi-monthly posting on the IDEP update email list.
- 4.3. Liaise with key project stakeholders including donors, partners, government bodies, communities, and media as defined within the Deeds of the projects or by the Development Director and / or Executive Director.
- 4.4. Liaise closely with other project managers within the organization and participate as a senior team member in general matters relating to the organization.
- 4.5. Manage and respond to communications flow; coordinate responses to inquiries about programs.
- 4.6. Ensure that any public information (i.e. articles, press items, interviews etc) relating to the project or its off shoots mentions IDEP and any key program donors and whenever possible IDEP's website address to be publicized in the public information item

## 5. Other

- 5.1. Any other lawful and reasonable duties as directed by IDEP's Management.

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## Requirements

1. Minimum 5 years experience in Project Management of large programs with multiple projects involving more than 5 staff tied to a donors systems
2. Fluent both spoken and written English and Indonesian
3. Standard computer skills (email, Ms.Word, Ms.Excel. Ms. Power Point, etc.
4. Commitment to the environment & sustainable community based development and the principles as outlined in IDEP's mission and vision ([www.idepfoundation.org](http://www.idepfoundation.org))
5. Experience in sustainable community Development / Permaculture is desirable
6. Experience in curriculum development is desirable



# Yayasan IDEP Job Description

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## Skills and competence

1. Able to manage staff and work in a multi-cultural workplace
  2. Able to interface with governments and donors at a high level
  3. Able to write program plans, budget, and develop timelines
  4. Able to write proposals for all future Projects of the Program
  5. Outstanding leadership qualities
  6. Good judgment skills and ability to mediate disputes
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**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. All IDEP employees are subject to a three-month probationary trial period, during which time either IDEP or the employee may choose to terminate agreement “with no negative feelings”.**