



Yayasan IDEP Job Description

Position	: DM Program Officer	Program	: Disaster Management
Location	: Ubud-Bali, Indonesia	Reports to	: CBDM Training Development Officer
Start date	: ASAP	Duration	: Ongoing position
To apply	: send your CV and a letter with your expression of interest to: hr@idepfoundation.org		

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

IDEP's Disaster Management Program aims to create and promote accessible media, curricula and programs for the education and empowerment of Indonesian communities to prepare, respond to and recover from Disasters. It also aims to build IDEP's capacity to deliver intelligent aid to communities in need when major disasters occur.

Job summary

The Disaster Management Development Officer is responsible for the implementation and successful delivery of CBDM trainings, outreach programs and other activities to attain the projects' purpose and primary goals, as per the deeds, contracts and funding of the project(s).

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



Yayasan IDEP Job Description

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

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
 2. Development of a sustainable development curriculum for Indonesian primary schools called 'Learnsapes' (planned project) www.idepfoundation.org/idep_edu.html
-

Ongoing responsibilities and accountabilities include

1. Project Implementation

- 1.1. Prepare and implement CBDM training contracts to partners / clients with the support of Training Development Senior Officer.
 - 1.2. Initiate community based activities / organize local communities & build networking format through traditional / cultural structures appropriate for Community Disaster Preparedness.
-



Yayasan IDEP Job Description

- 1.3. In collaboration with Training Development Senior Officer conduct and support process of Training of Facilitators for community preparedness & emergency response for both internal & external candidates (Trainer of Trainers CBDM)
- 1.4. Facilitate and support other Trainers to conduct community training / build local capacity for community preparedness & emergency response (CBDM Training)
- 1.5. Develop Monitoring and Evaluation Tools for program implementation
- 1.6. Monitor and evaluate training results and ensure that they are meeting program objectives
- 1.7. Play an active role in outreach activities for promoting CBDM kits and systems.
- 1.8. Contribute in the research and strategic planning processes for the DM program at IDEP.
- 1.9. In collaboration with Training Development Senior Officer and Coordinator and DM Program Coordinator prepare TORs for appointed consultants and volunteers
- 1.10. Support orientation and work needs for the consultants and volunteers work as required

2. Budget

- 2.1. In collaboration with Training Development Senior Officer, prepare, manage and control CBDM training contract services with support and Finance unit. Insure all activities are within their budget and being implemented as required by the funding bodies within the specified time frame and as specified in the Agreements and variations to those Agreements.
- 2.2. Support the Training Development Senior Officer, Finance Unit and DM Program Coordinator in preparing finance reports and any financial information required for accountable and transparent project fundraising, implementation and reporting which related to DM training contract services or other outreach projects.

3. Reporting

- 3.1. Prepare progress reports for CBDM Program Coordinator as required.
- 3.2. Coordinate the prepare reports for the CBDM training contract services in collaboration with Training Development Senior Officer.
- 3.3. Assist and contribute in the preparation of CBDM project final reports as required
- 3.4. Respond to any necessary reporting needs related to the responsibility in collaboration with Training Development Senior Officer and CBDM Program Coordinator as required.
- 3.5. In the absence of the DM Program Coordinator, support Training Development Senior Officer to prepare the update for CBDM overall program every 2 weeks

4. External and Internal Relation

- 4.1. Represent IDEP at meetings and workshop related to CBDM program as required.
- 4.2. Liaise with key project stakeholders including communities, NGO, INGO, government and media as defined within the deeds of the projects, and / or as specified by the DM Program Coordinator.
- 4.3. Liaise closely with other project officers / staff within the organization and participate as a team member of CBDM program relating to the organization.

5. Other

- 5.1. Any other lawful and reasonable duties as directed by DM Program Coordinator.



Yayasan IDEP Job Description

Requirements

1. Minimum 5 years experience in community development/consultation, work with community based management
2. Desirable fluent both spoken and written English and must have fluent 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)
5. Experience in disaster management is desirable
6. Experience in curriculum development is desirable

Skills and competence

1. Effective communicator, dynamic and creative.
2. Familiar with IDEP CBDM tool kits
3. Able to manage community and work in a multi-cultural workplace
4. Able to write program plans, budget, and develop timelines
5. Able to write proposals for all future Projects of the Program (more good)
6. Outstanding leadership qualities
7. Good judgment skills and ability to mediate disputes
8. Able to manage comfortable work situation
9. Female candidates are highly encouraged to apply

To apply, please send your CV and a letter with your expression of interest to: hr@idepfoundation.org

Please Note: This job description is not incorporated in the employment agreement or contract. It 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".