



IDEP Foundation – Job Description

Position	: Documentation Capacity Builder	Department	: Media / External Relations
Location	: Ubud-Bali, Indonesia	Reports to	: Media Dept Coordinator
Start date	: ASAP	Duration	: Minimum 6 months, ideally longer
To apply	: Send your CV and cover letter 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 and disaster management. More details about IDEP's programs can be found on our website: www.idepfoundation.org

Job summary

The Documentation Capacity Builder's major task is to assist in the capacity building of the organization's program documentation strategies, skills and file management. They will work with IDEP teams to capacity build awareness and ability for high-quality, effective and strategic documentation to ensure that a sustainable solution is put into place for IDEP's ongoing documentation needs.

IDEP's 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 100 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.

About IDEP's documentation capacity building needs

IDEP's has access to good quality equipment for documentation, however the organization's documentation team and other program departments are in need of support to increase their capacity to:

- Set strategic goals for what type of documentation is most effective for increasing public understanding about the programs that we do (what kinds of photos and stories work and why)
- How to create the images and messages that will achieve this goal most effectively (photo making, selection, prepping etc.)
- How to catalogue and manage an efficient, user-friendly, searchable database of documentation results

Ongoing responsibilities and accountabilities of the position include

1. Orientation period and setting strategic goals for IDEP documentation needs

- 1.1. Consult with IDEP External Relations and Executives to gain a clear understating of documentation needs
- 1.2. Review and analyze contents of IDEP's current photo database (currently contains over 10,000 photos)
- 1.3. Study other key IDEP public awareness and public education documents that rely heavily on photography (i.e. IDEP biennial reports, on line slide shows, Program Resources DVDs etc)



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1.4. Make recommendations for, design and develop:

- 1.4.1. Capacity building plan (series of internal workshops, hands-on trainings etc) to fill the gaps in IDEP's team's photography and other documentation related skills
- 1.4.2. Capacity building resources (references, examples, related manuals etc)
- 1.4.3. Internal systems for requesting, implementing and storing of documentation at IDEP

2. Capacity building for documentation

- 2.1. Assist with IDEP's urgent documentation needs (i.e. photos needed for biennial and other reports)
- 2.2. Conduct documentation (take photos) of IDEP programs with IDEP documentation staff joining the process as a capacity building exercise.
- 2.3. Implement agreed capacity building plan for IDEP team members
 - 2.3.1. **Theory:** types of images / footage / stories that are most effective and why
 - 2.3.2. **Techniques:** How to get / take / prepare those images / footage / stories
 - 2.3.3. **Documentation Planning:** How to be efficient and effective in the above
 - 2.3.4. **File management:** How to catalogue and database results effectively (see below)

Note: above is expected to be achieved through a combination of internal workshops and "learning by doing" process where some of IDEP's urgent documentation needs are delivered through the capacity building process as hands-on training exercises.

3. Capacity building for IDEP documentation file management

- 3.1. Capacity building of IDEP staff in:
 - 3.1.1. How to work with other IDEP team members to ensure that images and related data are as needs, and submitted in a timely and appropriate manner to the documentation department
 - 3.1.2. How to define appropriate photo captioning and meta data key words
 - 3.1.3. How to use the industry standard software for photo cataloguing iView Media Pro most effectively (including captioning, tagging searchable meta-data and organizing images)

Requirements

1. Bring and use own camera and computer needed for the work involved in the position
2. Proven ability in creating high-quality program documentation photos
3. Familiarity with iView Media Pro (or other similar photo management software)
4. Experience conducting capacity building within local Indonesian NGOs / CBOs desirable
5. Strong attention to details, and good researching and writing skills
6. Good communications skills, spoken and written English (Indonesian language desirable)
7. Proven self management skills including time management, problem solving and priority setting, capable of working productively and efficiently with minimal supervision, able to coordinate a large volume of different types of work
8. Able to display cultural sensitivity, flexibility and adaptability within a complex, multi-cultural working environment
9. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html

Please Note: This volunteer 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 volunteer's manager within the organization.