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## Exciting opportunity with RedR Indonesia

Position Title: Project Field Coordinator  
Reporting to: Project Coordinator  
Job Status: Field-based staff  
Contract duration: 7 months, extendable  
Duty Station: Kupang, NTT.  
Start Date: November 15 2021

### How to apply

Please send us your application, including the provision of 3 referees, via email to [recruitment@redr.or.id](mailto:recruitment@redr.or.id) with subject: **Application: Community Organiser - [your name]** by no later than **10 November 2021**. As a part of your application, you will need to provide:

- A curriculum vitae of no more than 2 pages
- A cover letter telling us how your skills, experience and qualifications make you the best candidate for this opportunity.

**Incomplete applications will not be processed.**

## TERMS OF REFERENCE

### Working Conditions

Three appointed Project Field Coordinators are required to travel to villages in their designated District, coordinate with the leadership of villages, liaise with relevant District and Province officials to ensure support for the implementation of the project. The primary task is to coordinate capacity strengthening events for the village leadership. However, those travels are subject to the pandemic situation and under coordination with RedR Indonesia procedures.

### About RedR Indonesia

RedR Indonesia is an emerging humanitarian agency working for improving emergency relief. RedR Indonesia is part of the international RedR network of accredited organisations, each sharing a common vision and mission.

Our aims are to provide sufficient, competent and effective relief personnel to the front-line and provide personnel to local and international relief agencies whenever required; to improve and maintain the competence of relief personnel; to cooperate and work with other agencies in maintaining the availability of trained and competent relief personnel; and to increase humanitarian response capacity in Indonesia through providing people with internationally recognised training and access to international experience.

We believe that suffering caused by disasters can be reduced by selecting, training and providing competent and committed personnel to humanitarian programs across the world.

### Assignment Summary

RedR Indonesia is implementing a "Reducing Risk and Supporting Recovery to Covid-19 at Community Level" project in NTT Province. The project requires intense relationship and communication between the project team and the community at village levels primarily and local authorities in general.

For that reason, the Project Field Coordinator primary responsibility is to coordinate capacity strengthening activities, formation of village taskforce and increase village resilience against Covid-19 and other disasters.

Entails to the task above, the Project Field Coordinator is expected to building good communication with the community, and fostering dynamic relationships and establishing networks, liaise both with local government (government officials) and with other institutions related to the program.

### **Main Responsibilities**

Under the direct supervision of the Project Coordinator the Project Field Coordinator is responsible for the following duties:

- Carry out program planning according to the objectives and duration of the project implementation in accordance with the needs and context of the community being assisted;
- To build communication and good relations with the community intensively;
- Identify the problems with the community, needs and potentials that exist in a participatory manner and agree on an action plan;
- Carry out activities in accordance with the objectives, time frame and budget that have been formulated in the form of a Plan of Action (PoA)
- Coordinate between teams, villages, and related institutions to ensure comprehensive program implementation;
- Fostering dynamic relationships and networking, both with local government (government officials) and with other institutions related to the program;
- Develop innovative alternative program ideas according to the problems faced by the community;
- Make periodic and written reports addressed to the Project Coordinators for the benefit of information on the programs that have been implemented;
- Coordinate and consult with the Project Coordinator at all stages of project implementation: planning, implementation, monitoring, and evaluation;

### **Requirements**

The Project Field Coordinators should meet each of these requirements and/or have other related and relevant qualifying experience:

#### **Education**

- Minimum bachelor's degree relevant field (relevant experience may substitute relevant degree)

#### **Skills & Competencies**

- Minimum 5 years of experience in community work
- Minimum 2 years of experience in training coordination and/or as a facilitator
- Excellent organisational and coordination skills
- Ability to perform complex tasks and act upon priorities
- Strong coordination, communication and networking skills
- Ability to work efficiently and effectively under pressure to meet deadlines and to react within short notice
- Strong in social, interpersonal and communication skills
- Ability to work effectively with a wide range of constituencies in a multicultural environment
- Reliable, independent and multi-tasking

#### **Attitude**

- Problem solving attitude
- Self-motivated, entrepreneurial, and self-managing
- Proactive and can-do attitude
- Positive work ethic with a willingness to learn and grow
- Respectful to clients, colleague and supervisor

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*RedR Indonesia is an equal opportunity employer with positive discrimination policies to ensure opportunities are available to all applicants regardless of race, gender, sexual orientation, religion or creed and those with functioning limitations (persons with disabilities). RedR Indonesia is committed to **zero tolerance policy** toward sexual exploitation and abuse. All employees and partners must comply with related policies including Protection from Sexual Exploitation and Abuse Policy, Child Protection Policy, Anti Fraud, Bribery and Corruption Policy, and Anti Terrorism Policy.*