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## Exciting Opportunity with RedR Indonesia

Position Title: Roster Program Officer – **(INDONESIAN NATIONALS ONLY)**

Reporting to: Director

Job Status: Full time

Contract duration: 1 year (with 3 month probation)

Location: Yogyakarta, Indonesia

Start Date: 10 October 2022

### How to apply

Please submit applications, including CV, a cover letter addressing the criteria, and reference from previous or current employer/supervisor (the reference form can be downloaded at <https://bit.ly/ReferenceFormApplicant>). Send the application via email to [recruitment@redr.or.id](mailto:recruitment@redr.or.id) with subject: **Application: RedR Indonesia Roster Program Officer - [your name]** by no later than **30 September, 2022**

### Working Conditions

Employees of RedR Indonesia will receive twelve days annual leave, sick leave, THR, BPJS Ketenagakerjaan and BPJS Kesehatan.

#### About RedR Indonesia

RedR Indonesia is an emerging humanitarian agency working for improving international emergency relief. RedR Indonesia is part of the international RedR network of accredited organizations, 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 recognized 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 programmes across the world.

RedR is also represented in the UK, India, Australia, US, and Malaysia.

#### Responsibilities:

Roster Program Officer will be responsible for the following duties:

##### Key responsibilities

- Develop, implement, and update Roster program management system according to the needs of strategic partners, Roster deployment recipient institutions, and local government.

- Implement a creative Roster promotion business, through the collaboration with other units within RedR Indonesia as well as with other parties.
- Develop an interviewer team for interviewing the Roster candidates from various fields of expertise; by increasing the number or improving interview skills.
- Provide coordination and management system with other parties for deployment matters.
- Ensure the achievement of RedR Indonesia's strategic targets or goals in Roster program.
- Carry out retention activities to ensure that the roster remains informed, interested in and ready to be assigned (standby and available).
- Develop budget for the tasks mentioned above.
- Contribute to strengthening cooperation between staff and units within RedR Indonesia.
- Perform other tasks assigned by Director.
- Support the coordination and implementation of all the RedR Indonesia's programs, business, and strategy.
- Identify new ideas for project development which related to the Roster program.
- Explore possibilities for expanding the range of services offered by RedR Indonesia.
- Ensure that all services are delivered at a high quality to maintain RedR Indonesia's reputation in supporting humanitarian capacity-building.

#### **Requirements:**

The Roster Program Officer should meet each of these requirements and/or have other related and relevant qualifying experience:

#### **Education**

- Relevant S1, or S2 with equivalent experience

#### **Skills & Competencies**

- 2 years' experience in humanitarian sector
- Familiarity with humanitarian field work
- Excellent organisational and coordination skills
- Ability to perform complex tasks and act upon priorities
- Strong interpersonal and communication skills
- Ability to work effectively with a wide range of constituencies in a multicultural environment
- Confirmed communication and organisational skills
- Demonstrated autonomy, motivation and commitment; ability to deliver within deadlines
- Multi-tasking skills
- Excellent written and verbal English
- Looking for long term relationship and to grow with organisation

#### **Attitude**

- Self-motivated, entrepreneurial, and self-managing
- Proactive and can-do attitude
- Positive work ethic with a willingness to learn and grow
- Openness to work in an inclusive and diverse office environment with people of all races, religion, gender, etc

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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 Protection from Sexual Exploitation and Abuse Policy and Child Protection Policy*