

ACT (Action by Churches Together) Indonesia Forum is the platform of ACT Alliance members in Indonesia to work together collaboratively in terms of communication, coordination, and concrete actions to implement the strategic plan of ACT Indonesia Forum (ACTIF)

ACT Indonesia Forum has vision that work cooperatively toward a community in Indonesia and the Southeast Asia region where human beings live with dignity, justice, peace and full respect for human rights and the environment.

ACT Indonesia Forum mission is work together for positive and sustainable change in the lives of people through coordinated and effective humanitarian, development, and advocacy work that particularly focuses on people affected by poverty and injustice as the most vulnerable populations in disaster and engaging ecumenical partners as well as other potential actors.

The priciples of ACTIF :

1. All activities undertaken by ACTIF members are characterized by:
 - a. Local initiatives
 - b. Inclusiveness
 - c. Sustainability at the community level
2. The flexibility of the Forum structure is a desirable part of its structure and activities.
3. Each member informs and trains its staff about ACT Alliance's policies on forums

ACT Indonesia Forum, a global network of faith-based organizations, is now looking for applicants to fill the following positions for the **Rapid Response Fund (RRF) Covid-19 Program** (a 3-months short project):

A.□□□□□ PROJECT MANAGER – (code: PM-RRF-COVID)

JOB SUMMARY

The Project Manager position is required to provide the overall coordination among the ACT Indonesia Forum members who engages in the COVID-19 RRF program. The Project Manager should assist the ACT Indonesia froum in the overall program coordination among the members. The Project Manager will assist members for all types of reporting and communication concerning the project and will also assist other programs and projects of the organization as needed. The position also requires coordination/communication with local counterparts and partners staff as well as the local government and different clusters in scope of intervention area and at the national level.

JOB DESCRIPTION

1. Accountable to the Project Director.
2. Responsible for the preparation of the Activity and Budget Plan (RKA).
3. Responsible for program preparation, implementation of activities and use of resources to achieve project objectives.
4. Responsible for ensuring the achievement of outputs and outcomes through weekly and monthly supervision.

5. Coordinate with PELKESI National Secretariat in implementing Training / Webinar activities

6. Responsible for preparing weekly and monthly reports compiled both activity reports and financial reports to be submitted to PELKESI National Secretariat (Cq Project Director) before being reported to the ACT Alliance.

7. Lead joint monitoring and evaluation activities, including holding meetings, trips, and others with the direction of the Project Director.

8. Ensure that joint need assessments are carried out on time using the ACT Alliance Emergency Assessment Guidelines.

9. Conduct regular coordination with all team members, and periodic coordination with other members of the ACT Indonesia Forum involved in the RRF COVID-19 program.

REQUIREMENTS

1. Diploma/Bachelor degree in any field.

2. At least 3 (three) years of relevant experience in project management.

3. Excellent written and verbal communication in Bahasa Indonesia and English.

4. Open-minded, creative, and communicative.
5. Able to work both individually and in team.
6. Prioritized to those who are Christians but other religions and beliefs are welcome to apply.
7. Willing to travel and work in irregular hours.

B. INFORMATION AND COMMUNICATION – (code: INFOCOM-RRF-COVID)

JOB SUMMARY

The Information & Communication (Infocom) Officer position is required to provide information media and publications for the ACT Forum Indonesia. Inf

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Officer should also assist the

Project Manager

for all types of reporting and communication concerning the project and will also assist other programs and projects of the organization as needed. The position also requires coordination/communication with local counterparts and partners staff as well as the publishers and web hosting company. It also requires managerial, administration and documentation skills.

An ability to work to tight deadlines and be flexible in working with local counterparts and as part of a “team” is essential.

JOB DESCRIPTION

1. Accountable to the Project Manager.
2. Act as a global focal point for all communications on the RRF COVID-19 program.
3. Responsible for archiving/filing both written reports, photos, videos, records and other activities supporting documents (list of activities attendees, list of beneficiaries, minutes of meetings, etc.)
4. Responsible for the drafting of Situation Reports, Monthly Reports and Final Reports.
5. Responsible for the planning and the making of a short documentation film about services done in the community.
6. Coordinate with PELKESI National Secretariat in reporting, project documentation and other publications (including appeal proposals, brochures, visual presentation materials, articles, press releases, etc.) targeted at internal and external audiences.
7. Gather all information from the field, make a summary of program activities from all program intervention areas, and provide a Human Interest Story.
8. Attend various meetings in order to gather more information about the program (including accompanying the Project Manager or other staffs if needed).
9. Attend regular coordination meetings and submit reports, documentation and written

achievement progress to the Project Manager

REQUIREMENTS

1. Diploma/Bachelor degree in any field.
2. At least 1 (one) year of relevant experience in handling media.
3. Excellent written and verbal communication in Bahasa Indonesia and English.
4. Open-minded, creative, and communicative.
5. Able to work both individually and in team.
6. Prioritized to those who are Christians but other religions and beliefs are welcome to apply.
7. Willing to travel and work in irregular hours.

C.□□□□ HEALTH AND BEHAVIOR CHANGE COMMUNICATION (BCC) SPECIALIST –

(code: HC-RRF-COVID)

JOB SUMMARY

The Health and BCC Specialist will review the behavior change communication and community engagement strategies, IEC materials, and the gaps in BCC for COVID-19 prevention among high-risk populations in the reddest zone. The Health and BCC Specialist will document the process, issues, challenges, and recommendations for improvements/scaling up IEC/BCC interventions in the communities.

JOB DESCRIPTION

1. Accountable to the Project Director.
2. Provide technical support in the assessment for behavior change communication (BCC) to develop strategies and BCC compatible to the community.
3. Provide a review and input on BCC and the community involvement strategies, IEC materials, practices and gaps in BCC for the prevention of COVID-19.
4. Provide reviews and input for monitoring and evaluating the BCC, community mobilization and advocacy.

5. Provide support in training activities on BCC, community mobilization and advocacy.
6. Attend coordination regularly and provide input on the outputs and outcomes achieved by the team.

REQUIREMENTS

1. Degree in communication, development or other relevant social science Training and experiences in BCC especially in Health and WASH
2. At least 3 (three) years of relevant experience in the Health and WASH Program
3. Excellent written and verbal communication in Bahasa Indonesia and English.
4. Practical knowledge and experience with mainstreaming gender and social inclusion.
5. Able to work both individually and in team.
6. Willing to travel and work in irregular hours.

D.□□□□□ COMMUNITY ORGANIZER (CO) – (code: CO-RRF-COVID)

JOB DESCRIPTION

1. Accountable to the Project Manager.

2. Together with the Project Manager and Infocom to formulate plans and targets for achieving weekly and monthly work.

3. Provide community assistance in the Hospitals' assisted areas in an effort to prevent the spread of COVID-19 especially for vulnerable groups (elderly and people with disabilities)

4. Provide health screening for vulnerable groups (elderly and people with disabilities) in the assisted areas.

5. Advocate on the village / local government policies on strategies to prevent the spread of COVID-19 in the community.

6. Foster a good relationship with stakeholders in efforts to build networks and coordination for the program implementation (DHO, Puskesmas, Village / Local Governments, and Churches).

7. Responsible for distributing IEC media in efforts to prevent COVID-19 in the community.

8. Submit routine activity reports (weekly and monthly) and recommendations for Human Interest Story to Infocom.

9. Attend coordination meetings regularly and submit reports, progress, and achievements in the implementation of activities both verbally and written to the Project Manager.

REQUIREMENTS

1. Diploma/Bachelor's degree in any field (specifically DKI Jakarta).

2. The staff of Hospitals' health promotion section, located in West Java and Central Java

3. At least 2 (two) years of relevant experience in community organizing.

4. Open-minded, creative, and communicative.

5. Able to works both individually and in teams.

6. Prioritized to those who are Christians.

7. Willing to work in irregular hours.

E.□□□□□□ PSYCHOSOCIAL (PASTORAL COUNSELING) – (code: PC-RRF-COVID)

JOB DESCRIPTION

1. Accountable to the Project Manager.
2. Together with the Project Manager and Infocom to formulate plans and targets for weekly and monthly work achievement.
3. Conduct pastoral care and counseling for Hospitals' health workers and other employees involved in handling COVID-19.
4. Conduct pastoral care and counseling for health workers who are quarantined due to being indicated as an ODP / PDP, through remote or virtual meeting media.
5. Submit routine activity reports (weekly and monthly) and recommendations for Human Interest Story to Infocom.
6. Attend coordination meetings regularly and submit reports, progress, and achievements in the implementation of activities both verbally and written to the Project Manager.

REQUIREMENTS

1. Pastoral staff of PELKESI' Hospital members in DKI Jakarta, West Java and Central Java
2. At least 2 (two) years relevant experience in pastoral counseling.
3. Open-minded, creative, and communicative.
4. Able to works both individually and in teams.
5. Prioritized to those who are Christians.
6. Willing to work in irregular hours.

HOW TO APPLY

Applicants should provide a cover letter, a reflecting motivation, a CV and three references, and should put the position code in the email subject, and send via email to: pelkesi@cbn.net.id , not later than May 13, 2020.

