

Open Vacancy

Dear All,

Please find below open position.

We are trying to find the best possible candidates to make team stronger.

COVID-19 RECOVERY FOR SMALL & MICRO BUSINESSES

About Yayasan Mercy Corps Indonesia

Yayasan Mercy Corps Indonesia (YMCI) is a local Indonesian non-profit organization, which implements humanitarian and development assistance programs throughout the country. YMCI's mission is to empower people in Indonesia to become healthy, productive, and resilient communities. Resilience means an ability to recover from or adjust easily to misfortune or change.

Program Summary

Building on our existing work and footprint, Yayasan Mercy Corps Indonesia will support 300 women-led small businesses in the Greater Malang Area with increased access to business and financial services using a multi-stakeholder partnership model to deliver bundled services for women entrepreneurs while building the networks and infrastructure that will support them into the future. We will achieve this by leveraging existing relationships with financial institutions, business service providers, community business organizations, and peer networks to create market linkages (input, financial, and output) with a particular focus on mobilizing gender-based digital payment and saving services. The program will focus on upgrading skills, utilizing digital payment and financial services, and online market access through training and mentoring. Yayasan Mercy Corps Indonesia will use its existing training and mentoring resources, as well as those of implementing partners, to create in-person and digital training and mentoring adapted to the needs of the women-led small businesses in Indonesia.

1. Financial Services and Business Development Program Officer - Malang

General Position Summary

Financial Services and Business Development Program Officer will support the Program Manager to ensure that at least 300 women-led small businesses have completed digital financial literacy and business literacy trainings, 300 women-led small businesses have open saving accounts, 150 women-led small businesses have received loans, 150 women-led small businesses have active used digital payment transactions, and 150 women-led small businesses have received digital financial literacy and business mentoring. S/he will work with the training and mentoring program officer as well as consultants, and collaborate closely with the project partners, particularly formal financial institutions (commercial banks, microfinance institutions, insurance companies, digital wallet companies, and fintech companies) and Community Business Organizations (CBOs) in Greater Malang.

The position is based in Malang and requires up to 50 % travel to program locations (depend on COVID-19 development).

Essential Job Responsibilities

- Support the Program Manager to ensure the program will have 300 women-led small businesses completed digital financial literacy and business literacy training;
- Support the Program Manager to ensure the program will have 300 women-led small businesses have open saving accounts, 150 have received loans, 150 have active used digital payment transactions, and 150 have received digital financial literacy and business mentoring;
- Develop criteria to identify the program participants (meet at least 1 of the 2X gender criteria) who will participate in digital financial literacy and business literacy trainings and mentoring, open saving accounts, apply for loans; and use digital payment services;
- Based on women-led small businesses' needs, develop capacity building plan (in the form of training, workshop, field visits, etc.) to improve women-led small businesses access to savings, loans, and digital payment services from formal financial institutions;
- Based on women-led small businesses' needs, develop capacity building plan (in the form of training, workshop, field visits, etc.) to improve women-led small businesses access for market linkage (input and output);
- Develop monthly workplan and target and provide monthly progress against the target and workplan;
- Support Program Manager to prepare the research/capacity building consultant SoWs needed to reach the program key success metrics;
- Support Program Manager to develop partnership agreements with government and private agencies based on needs assessment results to provide women-led small businesses access to financial services, business training and mentoring, and market linkage;
- Ensure the data needed for program monitoring, evaluation, learning and report are available;
- Attend coordination meetings and maintain regular contact with relevant stakeholder.
- Conduct travel to project locations to monitor quality of implementation, and adjust plans and approaches to meet the project objective;
- Support Program Manager to prepare final report.

Qualifications:

- University degree in Economic, Business, Social Studies, or related fields.
- Minimum 3 years' experience working with NGOs in Emergency, Recovery and Livelihood Programs.
- Experience work with the local government agencies in Emergency, Recovery and Livelihood Programs.
- Experience work with National and District Cooperative and MSME Agencies would be an advantage.
- Have knowledge on women-led small businesses, community business organizations, formal financial institutions who is leveraging financial services to women-led small businesses would be an advantage.
- Have Knowledge on digital financial services would be an advantage.
- Experiences work with the formal financial institutions and output market actors would be an advantage.
- Experience in deliver capacity building for women-led small businesses.
- Experience in conducting economic research and assessment in business development and access to finance for women-led small businesses;

- Experience in design and implementing the capacity building on financial and business/entrepreneurship for women-led small businesses;
- Understanding of working together with local partners.
- Good written and oral communication skills.
- Good knowledge of MS Office software such as Excel, Word, and Access.
- Able to write and understandable spoken English are preferred.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Yayasan Mercy Corps Indonesia is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Yayasan Mercy Corps Indonesia is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

Accountability to Participants and Stakeholders

Yayasan Mercy Corps Indonesia team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to

international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

How to Apply

Please send your CV together with the form on this [link](#) with the subject: “**Position_Your Name**” to hrd@id.mercycorps.org.

The vacancy will be closed on **19 April 2021** and only shortlisted candidates will be contacted for interview. We look forward to hearing from those who are interested in taking this opportunity to grow and develop with us.

Thank You,
Human Resources Department
Yayasan Mercy Corps Indonesia