

**JOB TITLE:** MERCY RELIEF COUNTRY REPRESENTATIVE, INTERNATIONAL PROGRAMMES  
**LOCATION OF JOB:** MEDAN, INDONESIA  
**REPORTS TO:** PROGRAMME MANAGER - INTERNATIONAL PROGRAMMES

**ABOUT MERCY RELIEF:**

Headquartered in Singapore, Mercy Relief was established in 2003 to respond to human tragedies and disasters in Asia Pacific. Today, we are Singapore's leading independent disaster relief agency with dedicated leadership, capacity building expertise and an affiliate network operating across the entire disaster management cycle. Our longer-term sustainable development programmes aim to uplift and empower communities in five key areas: water and sanitation, shelter, sustainable livelihoods, healthcare and education. For the past decade, Mercy Relief has responded to more than 63 human tragedies with more than \$33.3 million in relief across 25 countries. We have implemented more than 50 sustainable development initiatives and impacted an aggregate of over 2 million lives.

**INTERNATIONAL PROGRAMMES DIVISION:**

Disaster relief and sustainable development projects are at the core of Mercy Relief's (MR) International Programmes (IP). The IP team's focus is on ensuring a timely and effective response to disasters, as well as to oversee initiatives which equip disaster-stricken communities with the knowledge and tools to effect change.

**RESPONSIBLE FOR:**

Providing administrative and operational support for Mercy Relief's International Programmes Division (Indonesia). Job responsibilities are broad and will require planning and resource support for setting up of in country relief operations, implementation of development projects and facilitating volunteer expeditions. Extensive collaboration with in country stakeholders and Mercy Relief HQ in Singapore is required.

Key Responsibilities

- Represent MR in country, including promoting its vision, mission and strategic goals
- On standby to respond to natural disasters in country
- Monitor disaster incidences in-country and providing updates to facilitate response planning at HQ
- Ability to apply theoretical frameworks and participate in project development activities in support of project objectives
- Liaise internally with program field operations, to provide logistics support and information updates on local government directives and relevant ground changes and developments
- Liaise externally with local NGOs, INGOs, UN agencies, governmental authorities and providing adequate information to general/sectoral coordination bodies when requested;

- Facilitate and coordinate administrative, including field reports & logistical duties where required;
- Provide updates, including contact information and other details to MR Programme Manager and/or Head when required;
- Assist in processing visas, registrations and permits where required
- Assist in coordinating, facilitating and arranging flights, accommodation, transport, translators and other assistance for staff & Mercy Relief volunteers in the country
- Provide operational support to MR volunteers, staff and officials on official trips in the country where required;
- Any other official duties as may be requested by MR Head– International Programme or MR Programme Manager.

#### Additional Requirements

- Must be Indonesian, based in Medan. MR is open to consider local nationals who are willing to be relocated to Medan from other locations in Indonesia
- Able to travel in country frequently and at short notice
- Excellent oral and written command of both Bahasa Indonesia and English is essential
- Possession of traits: resourcefulness, the ability to work well under pressure and adapt quickly to changing environments, strong team player, excellent communications skills, administratively competent

#### Experience

- Minimum of 2 years working experience within Indonesia, preferably in the humanitarian sector involving disaster, development or project management

Interested applicants may send their resumes to [saleha@mercyrelief.org](mailto:saleha@mercyrelief.org)

Please include references as well as an expected salary

Applications close **September 30<sup>th</sup> 2017**