



M-RED PROGRAM OFFICER

Position Description

Location: Ainaro.

Position Status Full-time, Regular

Salary Level: 4b

Current Team Member:

PROGRAM/DEPARTMENT SUMMARY:

In more than 40 countries globally, Mercy Corps works with a diverse range of local and international partners to put bold solutions into action, helping people triumph over adversity and grow stronger from within. Since establishing operations in Timor-Leste in 2007, we have earned a reputation for innovative and high quality programming. We promote a community-led, market-based approach to addressing the key challenges for the people of Timor-Leste. Mercy Corps empowers people to survive through crises, build better lives and transform their communities for good.

Mercy Corps received funding from the Margaret A. Cargill Philanthropies to implement the third phase of the multi-year Managing Risk through Economic Development (M-RED 3) program. This program is a multi-country initiative targeting hazard-prone, low-income communities in Timor-Leste and Nepal. The overall objective M-RED will build disaster ready communities by strengthening the capacity of vulnerable communities to minimize the impact on life and livelihood caused by natural hazards or climate-related shocks and stresses by building a sustainable model of disaster Risk Reduction (DRR) through multi-stakeholder partnerships with the government, the private sector, and civil society.

GENERAL POSITION SUMMARY:

The Program Officer will responsible for coordination and implementation of the Building Resiliency through an Integrated Disaster Risk Reduction Model program in target area (Suco and aldeia) under supervision of the Cluster Coordinator, working to achieve program objectives and targets. Responsibilities will include program coordination of stakeholders in municipality, suco and aldeia level, monitoring the activity implementation, provide capacity building for CDAs, SDMC members. The Program officer will work closely with the Sucu Disaster Management Committee (SDMC), CDAs, Gov extension workers, in the area to ensure best implementation of the program in the field.

ESSENTIAL JOB FUNCTIONS:

The Program Officer is Mercy Corps' front line representative in the community. Program officer main role is to implement program activities that contributed to Building Resiliency through an Integrated Disaster Risk Reduction Model program in each target area. DRR Program officer will be based in Ainaro municipality and with directions from Cluster coordinator; s/he will ensure that all program activities are conducted according to the work plan to achieve the overall goal and objectives of the program.

1. Implementing M-RED program activities in the field level.

This work included:

- Mobilize community to participate in the all program activities
- Create clear implementation process in the field base on work plan developed
- Building relationship with all stakeholders
- Facilitate training to CDAs, community members, SDMCs, and farmers.
- Conduct vulnerability and capacity assessment and develop mitigation plan, early warning, and contingency plan
- Assist SDMC members to update the Participatory Disaster Risk Assessment (PDRA) and ICAPs (Integrated community Action Plan)
- Form the Task Force in Suku and community level
- Assist and help CDAs manage the fund for disaster respond

- Facilitate and coordinate DRR and Nexus trainings and activities with stakeholders and community in the field (included Simulation, Early Warning, First Aid, Disaster Respond Management, Drama show, Vanila, Bamboo, CSA, etc)
 - Facilitate RR meeting in sucu Level quarterly
 - Follow up and monitoring CDAs work day by day on the Nexus and VSLA activities
 - Collecting the data from CDAs and updating to ODK
2. Work closely with the Mercy Corps' Monitoring and Evaluation staff to ensure update and maintenance of accurate data and program progress using mobile data collection and hard copy
 3. Work closely with Mercy Corps' program support team in Dili to ensure on time procurement and other logistical and administrative matters to avoid delays in program implementation.
 4. Work closely with cluster coordinator to get best inputs for program implementation
 5. Advise the program on best practices and lessons learnt throughout the program team meeting.
 6. Provide monthly written reports to the supervisor on the program activities

KEY PERFORMANCE MEASURES (KPIs):

The Program officer performance is measured against the following indicators and targets:

- Number of target achieved;
- Timely and appropriate responsiveness to supervisor, Technical Advisors; and other management office
- Professionalism

SUPERVISORY RESPONSIBILITY:

No supervision for this position

ACCOUNTABILITY

REPORTS DIRECTLY TO: Cluster Coordinator Maubisse

WORKS DIRECTLY WITH:

Program Support Officer, Cluster Coordinator, Operations and MERL Team

Accountable to Participants and Stakeholders

Mercy Corps 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.

Minimum Qualification & Transferable Skills

- Degree/Certificate in Agriculture or Economic or engineers
- Minimum 2-years experiences working in community mobilization and development.
- Experience of working with International NGO or other organizations in the field of DRR, Food Security/Agriculture will be an added value.
- Ability to identify and liaise with target communities.
- Has computer and basic administrative and organizational skills.
- Has basic (spoken and written) English
- Must be able to work independently and show initiative.
- Candidate should have background in DRR and agriculture or market development; particularly in Strengthening local institutions, facilitating social change, and encouraging private sectors to involve in the development.
- Experience in community development, needs assessment and report writing,
- Willingness to travel throughout the project area (Ainaro, Ermera and Dili).
- Sincere commitment to engaging community, SDMC, public staff, private sector actors and other stakeholders in community initiatives.

SUCCESS FACTORS:

The successful program officer will be familiar with the local context, opportunities and challenges of DRR and agricultural development programming, with a strong combination of coordination, reporting and communication skills. The position requires an ability and commitment to building capacity community, maximizing efforts to ensure high quality and productive program implementation.

Living Conditions / Environmental Conditions

The position is based in Maubise/Ainaro, Mercy Corps locations and it requires 100% travel to M_RED 3 remote area targeted of Ainaro and Covalima Municipalities. Housing for this role is in individual housing.

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

Mercy Corps 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

Mercy Corps 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 learning courses upon hire and on an annual basis.

SIGNATURES:

Employee

Date

Supervisor

Date