



CARE International Indonesia (CII), as an international NGO, has carried out large scale operations in Indonesia, encompassing emergency operations, transitional activities centered on agriculture and nutrition and a range of development initiatives in such areas as water and sanitation, health and micro-credit.

CARE Indonesia in **Bone, Wajo, Luwu & Luwu Utara-South Sulawesi** is currently recruiting the following position for its project:

JOB TITLE : **DISTRICT FACILITATOR (DF) -4 Post**
DEPARTMENT/PROJECT : **PROJECT/ENRTP**
REPORTS TO : **PROJECT MANAGER**

OBJECTIVE OF THE PROJECT:

The overall objective of this project is: **Coastal populations in Indonesia are increasingly resilient to the negative impacts of climate change.** Resilience can be defined as: *The ability of a community to resist, absorb, and recover from the effects of hazards in a timely and efficient manner, preserving or restoring its essential basic structures, functions and identity.* Resilience is a familiar concept in the context of disaster risk reduction (DRR), and is increasingly being discussed in the realm of adaptation. A resilient community is well-placed to manage hazards to minimize their effects and/or to recover quickly from any negative impacts, resulting in a similar or improved state as compared to before the hazard occurred. There are strong linkages between resilience and adaptive capacity; consequently, resilience also varies greatly for different communities and even within different community groups.

MAJOR FUNCTIONS:

The DF will supervise directly the Village Facilitators (VFs), work closely with the M&E and closely coordinate the project activities with the partners.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinate project implementation with the partners and other agencies involved in ENRTP related activities and projects.
- Developing detailed implementation and budget plans for district level.
- Establish relationships with key project partners at district levels of the GOI and LNGOs.
- Oversight of implementation of all project components in the related district.
- Supervision of VFs and district office staff. Monitor and evaluate their work.
- Supervise and monitor all project activities in the district.
- Provide technical support, as necessary to the VFs.
- Assist the PM and local GoI in developing matching funds for related local GOI.
- Assist PM to coordinate, facilitate and supervise the implementation of the consultative meetings during the rural village selection process.
- Responsible for the quality and timely completion of CCVA (Climate Changer Vulnerability Assessment) in communities selected by district during the village selection process.
- Review and prioritize Letters of Commitment submitted by villages qualified and interested in participating in ENRTP, and then, facilitated by the PM, and district GoI select villages according to the selection criteria in an open and transparent manner.
- Determine the training need necessary for increasing capacity of local GOI institutions.
- Organize regular and annual review meetings with key stakeholders to monitor project
- Responsible for collection, entry and analysis of data collected by the VFs.
- Maintain an inventory of CARE assets in the district and villages. Make sure that all project assets are used properly.
- Prepare and submit monthly financial and project progress reports to PM in a format developed by PM.
- Make sure that the VFs and district staff are aware of the CII policies and regulations and that the policies and regulations are strictly followed.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

CONTACTS/KEY RELATIONSHIPS:

INTERNAL	Regional Office Coordinator, Admin & Procurement Officer, Finance Officer, Money Officer.
EXTERNAL	District GoI and NGO Patners

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor Degree in relevant study and/or a minimum four years of work experience in livelihood project with on climate change adaptation;
- At least four years experience working with international and local non government organizations;
- Familiarity with community level participatory approaches;
- Facility with Excel and Word;
- Demonstrated capacity to work as a team member.

WORKING CONDITIONS:

Travel 80% within project area covered

TERMS OF OFFER:

CARE is an equal opportunity employer offering a competitive salary and benefits package, and a collegial working environment. Applicants are invited to send a cover letter illustrating their suitability for the above positions, and detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). Please DO NOT attached academic transcripts and Diplomas and state clearly the applied position code in the email subject.

Please submit your applications before **2nd February 2011** to CARE International Indonesia, Human Resources Unit:

recruit_471@careind.or.id

"Only qualified applicants will be shortlisted"