



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 **Makassar, Kupang and Jayapura** is currently recruiting the following position for its project:

JOB TITLE : **PROJECT OFFICER (PO-K) – 3 Position**
DEPARTMENT/PROJECT : **PROJECT/KOTA II**
REPORTS TO : **PROJECT MANAGER**

DESCRIPTION OF THE PROJECT:

KOTA-II Project (Keep On innovating and developing Tangible Achievements in urban Sanitation: Extension of KOTA I) is partnership project between USAID, Unicef and CARE Indonesia that will be implemented by CARE Indonesia for a period of 2 years in Makassar, Kupang, and Jayapura. The overall objective of the project is to reduce the incidence of water and sanitation related diseases among 50,000 people especially **children and women** in under-served urban slums in three cities of Eastern Indonesia (Makassar, Kupang and Jayapura) by providing safe water facilities integrated with improved sanitation and promotion of personal hygiene and environmental health. The key activities that will be implemented by the project are: (1) Increased capacity of Pokja-AMPL Kota in planning, Budgeting, Data Management & Monitoring; (2) To advocate for policy development of WASH sector; (3) Access to water and sanitation facility by community living in villages of 3 cities (Makassar, Kupang and Jayapura), especially, along the river/canal is increased; (4) Level of personal hygiene practices among the slum dwellers including school age children is increased; (5) To improve the environmental condition of the urban resettlement areas through the proper garbage disposal, drainage, and solid waste management and composting; (6) Increased and more effective participation of women in decision making processes; (7) River Basin Commissions (RBC) established; and (8) Increased and more effective participation of children (Formal and non formal school) CBTS promotion through child to child approach.

JOB SUMMARY :

The **Project Officer** will supervise directly the Community Facilitator in city level and will work closely with Community Mobilization Specialist, Water & Sanitation Specialist, Institutional Development Specialist, Gender consultant and Regulation development consultant.

RESPONSIBILITIES AND TASKS:

More specifically the specialist will assist and support the PM in the following activities in the three participating provinces:

- Coordinate project implementation with WES working team (Pokja-AMPL), other related sectors and projects;
- Establish relationships with key project GOI and LNGO, CBO and private partners at municipality levels;
- Supervise implementation of all project components in the related municipalities;
- Participate in selection and supervise Urban Community Facilitators (CF).
- Assist the PM and Pokja-AMPL in securing matching funds from related local GOI, municipal agencies and private sector;
- Coordinate, facilitate and supervise the implementation of the project consultative meetings with municipalities, sub-municipalities and eligible communities during the urban village selection process. Facilitate needs assessment in the eligible areas;
- Review and prioritize Letters of Commitment submitted by communities interested in participating in KOTA project and other related supporting projects initiated in urban areas by KOTA project. Assist Pokja-AMPL in the selections of communities according to the selection criteria and process in an open and transparent manner;
- Determine the training need necessary for the city forums component and other urban village projects.

- Organize regular and annual review meetings with KOTA project key stakeholders to monitor project progress and develop responsive actions for the problem developed.
- Prepare narrative reports for any other urban project implemented as a part of KOTA project.
- Supervise data collection, entry and analysis for the KOTA project component.

SUPERVISES : Community Facilitator

CONTACTS/KEY RELATIONSHIPS:

This section may include both internal and external relationships.

INTERNAL	PM, ROC, Admin Officer, Admin Assistant, Finance Officer, Watsan Specialist, Gender Specialist, Institutional Development Specialist, Monev Specialist
EXTERNAL	Masyarakat, PDAM, Dinas kesehatan & Instansi terkait & kelurahan & masyarakat.

QUALIFICATIONS:

- Have a degree Environmental/Civil Engineering, Public Health and other relevant field
- At least 3 years experience with International NGO and 3 years experience in related technical aspects in urban area
- Fluency in English and Bahasa Indonesia (Verbal and written)
- Ability to work with a team and with minimum supervision
- Demonstrated capacity to work as a team member
- Facility with Excel and Word Office application

WORKING CONDITIONS:

Travel 80 % on the area project 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 **January 17th 2011** to CARE International Indonesia, Human Resources Unit:

recruit_461@careind.or.id

"Only qualified applicants will be shortlisted"