

ACT (Action by Churches Together) Indonesia Forum is the platform of ACT Alliance members in Indonesia to work together collaboratively in terms of communication, coordination, and concrete actions to implement the strategic plan of ACT Indonesia Forum (ACTIF)

ACT Indonesia Forum has vision that work cooperatively toward a community in Indonesia and the Southeast Asia region where human beings live with dignity, justice, peace and full respect for human rights and the environment.

ACT Indonesia Forum mission is work together for positive and sustainable change in the lives of people through coordinated and effective humanitarian, development, and advocacy work that particularly focuses on people affected by poverty and injustice as the most vulnerable populations in disaster and engaging ecumenical partners as well as other potential actors.

The principles of ACTIF :

1. All activities undertaken by ACTIF members are characterized by:
 - a. Local initiatives
 - b. Inclusiveness

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- c. Sustainability at the community level

2. The flexibility of the Forum structure is a desirable part of its structure and activities.

3. Each member informs and trains its staff about ACT Alliance's policies on forums

ACT Indonesia Forum, a global network of faith-based organizations, is now looking for applicants to fill the following positions in ACT Indonesia Forum:

I. Appeal Coordinator – Palu Based – 1 Person

JOB SUMMARY:

The Appeal Coordinator position is required to provide the overall coordination among the ACT Indonesia Forum members who engages in the ACT Alliance response. The Appeal Coordinator should assist the ACT Indonesia forum in the overall program coordination among the members. The Appeal Coordinator will assist members for all types of reporting and communication concerning the project and will also assist other programs and projects of the ACT Indonesia Forum as needed. The position also requires coordination/communication with local counterparts and partners staff as well as the local government and different clusters in Central Sulawesi and at the national level.

RESPONSIBILITY & TASKS:

- Coordinate the implementation of ACT Indonesia Forum's Central Sulawesi response.
- Support ACT Indonesia Forum chair in forum coordination.
- Undertake coordination tasks on the request of the forum chair.
- Ensure that all the collected program information is updated, available and shared among members.
- Attend coordination meetings in the provincial level and national level, if required, and represent the ACT Indonesia Forum.

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- Ensure program cooperation and collaboration among ACT Indonesia Forum members and other related organizations.
- Lead in project report preparation and compilation in coordination with the ACT Indonesia Forum members.
- Ensure that the Alert, Concept Note, and Appeal are sent in the correct form with all necessary information and on time to ACT Secretariat.
- Lead preparation and deployment of needs assessment teams, including sector specialists, and report all relevant information to the forum.
- Lead the preparation and conduct of joint monitoring and evaluation activities.
- Coordinate with ACT Alliance secretariat.
- Maintain communication with the ACT Secretariat before and after a disaster for information sharing, alerts, fundraising and possible activation of ACT Rapid Support Team (RST).
- Ensure that joint rapid needs assessments are done on time and by using the ACT Alliance emergency assessment guidelines.
- Receive early warning information and call forum meetings when necessary.
- Lead the workflow process in case of a disaster.

Qualifications:

- Experience in humanitarian action preferably in response management.
- Experience working with network and collaborations.
- Knowledge of humanitarian standards (CHS and Sphere Standard).

II. Project Finance Officer – Palu Based – 1 Person

JOB SUMMARY:

To be responsible for working with members of the ACT Indonesia Forum assist them in programme financial management. To manage aspects of ACT Appeal Central Sulawesi Response financial reporting, budgeting, auditing and compliance that relate to partner organisations, in line with

ACT

's procedures and policies and in compliance with ACT

Alliance

policies. To improve the capacity of ACT Indonesia Forum member organisations' staff to understand financial policies and procedures.

RESPONSIBILITY:

- In collaboration with other colleagues, Central Sulawesi Project response budgets are prepared and monitored for partners.

- Coordination with ACT Indonesia Forum members' finance staff.

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- Lead and coordinate Central Sulawesi Project financial reports.
- Monitor and draft financial progress reports as agreed between the Forum and ACT Secretariat.
- Financial capacity building delivered to ACT Indonesia Forum members staff to include reporting and compliance.
- Compliance with ACT Alliance financial standards and requirements.
- Good relationships with ACT Indonesia Forum member organization and the staff are maintained through positive communication.

Qualifications:

- Specialised knowledge of finance. Intellect or qualifications equivalent to level of degree.
- Knowledge of financial standards required by ACT Alliance and other donors.
- Knowledge of local financial standards and legal framework.

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- Experience of writing and reviewing financial reports.
- Experience of creating and monitoring budgets and working with compliance regulations.
- Considerable experience in delivering financial training using different methodologies.
- Exposure to spread sheet and word processing packages.
- Self-motivated, thorough and accuracy oriented.

III. Information and Communication Officer – Palu Based – 1 Person

JOB SUMMARY:

The Information & Communication Officer position is required to provide information media and publications for the ACT Indonesia Forum. Information & Communication Officer should also assist the ACT Appeal Coordinator for all types of reporting and communication concerning the project and will also assist other programs and projects of the organization as needed. The position also requires coordination/communication with local counterparts and partner's staff as well as the publishers and web hosting company. It also requires managerial, administration and documentation skills. An ability to work to tight deadlines and be flexible in working with local counterparts and as part of a "team" is essential.

RESPONSIBILITY & TASKS:

1. Information Products and Services

- Manage information databases related to the Central Sulawesi Project response such as Sex Age and Disability Disaggregated Data (SADD D).
- Develop strategies to improve the information gathering and delivery, knowledge and recommendations of programs.
- Act as a global focal point for all communications on Central Sulawesi Project Programs.

- Strengthen links and working relationships with all ACT Indonesia Forum members offices.
- Produce and co-produce reports and other publications (including funding proposals, infographics, social media, visual presentation material, articles and press releases) targeted at both internal and external audiences.
- Gather and synthesize information from an extensive international network of experts, practitioners and colleagues, and translate complex scientific and policy information into suitable language for a lay audience.
- Support the preparation and publication of good practices and learning tools related to the Sulawesi response with the guidance from ACT Secretariat and the national forum members.

2.□□□□ Information Management

- Translate documents from Bahasa Indonesia to English (and vice versa); edit and/or proofread (English/Indonesian) documents and organization supporting materials, both in terms of lay out design and text content.
- Assist in reviewing final version of all outgoing reports.

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- Media monitoring to search relevant information/articles in relation to ACT Forum Indonesia's projects.
 - Coordinate the production and distribution of all publications (brochures, news reports, social media, features, annual reports, photos, video packages, etc.) to the targeted audience (in Indonesia and overseas).
 - Ensure high quality standard of all publication materials produced by the organization, including those produced by external sources.
 - Support organization especially the ACT Appeal Coordinator in improving the public appearances such as by assisting in preparing presentation materials, speeches, etc. and also other divisions in producing quality publications.

- Ensure that all program documentations and reports are filed properly.

3.□□□□ Produce visual solution to the communication needs of ACT Indonesia Forum

- To assist in translating design and layout concepts into final design;

- To assist in cataloguing and archiving available publications resources i.e. databases, photos, fonts, software, past publications;

- To assist in communicating and coordinating with printing company during prepress and production processes of print publications;

- To Design most of the printing packages such as, leaflet, brochure, flyers and publications.

Qualifications:

1. Bachelor degree in communication or Information Technology, or Management, or International Relations or any relevant discipline.
 2. At least five years' experience in handling media.
 3. Ability to interact independently with all type of media agents (e.g. press, publishers, printers, designers etc.).
 4. An outstanding editor with excellent communication skills, networking capabilities and a proven ability to work effectively in a multicultural environment.
 5. A proven track record in the creation and maintenance of websites and the application of the latest communication technology.
 6. Having the eye for details.
 7. Open minded, creative, and communicative.
 8. Commitment to the values and approaches of ACT Alliance and to working in an equal opportunity working environment.
9. Excellent written and verbal communication in Bahasa Indonesia and English.
10. Proven ability to work effectively as part of multidisciplinary and multicultural team, to work successfully with people at all levels in the field.
11. Willing to travel and work irregular hours.

HOW TO APPLY

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Applications should include a cover letter, reflecting motivation; a CV, including three references; expected gross salary and contact number, the latest on 19 February 2018. Please send applications to

yeu@yeu.or.id