



Vacancy REAF Program Manager Central Sulawesi

GENERAL INFORMATION

ADRA Indonesia is seeking an experience candidate to lead food security project in Central Sulawesi as summarize below:

Title:	Program Manager (PM)
Duty Station:	Sigi and Sigi, Central Sulawesi
Responsible to:	Program Director
Coordinates with:	Livelihood Specialist
Duration:	April 15 to August 2021, with possible extension
Closing date:	April 15, 2021

BACKGROUND

Yayasan ADRA Indonesia is an Agency of the Seventh-day Adventist Church. The mission of the agency is to serve humanity so all may live as God intended. ADRA Indonesia belongs to the worldwide ADRA network, comprised of more than 120 supporting and implementing country offices.

In Central Sulawesi, ADRA Indonesia is implementing Recovery for Earthquake Affected Farmers Food Security Enhancement and Livelihood (REAF) by improving food availability and affordability through increased crop production and enhanced income from on-farm or off-farm interventions.

This will be achieved through (1) training farmers groups in improved practices in crop production and livestock management; (2) training and employment opportunities in off-farm income generating and employment opportunities (including Cash for Work); (3) increased access to services in crop production and livestock management through training of lead farmers and Animal Health Workers; and, (4) increasing linkages to input and output suppliers by training agro-input suppliers and training farmers in marketing and post-harvest management.

FUNCTIONS OF ROLE

The main role of PM is to manage every aspect of REAF Project, including coordination with government and key stakeholders and to ensure safety and security are observed by project team.

DUTIES AND RESPONSIBILITIES

The PM will work under the supervision and to support of Program Director to deliver quality project outputs that contribute to the impact of the project, that is to enhanced food security for

disaster affected people especially women, girls, the elderly, and persons with special needs (PSN) in Gumbasa Sigi, Central Sulawesi.

The PM is required to undertake the following tasks:

- Manage and coordinate project activities, from substantive, administrative and financial points of view and systematic coordination of project activities.
- Ensure supervision of the Project personnel and ensure effective communication and coordination between the Project Staff and Community Mobilizer.
- In coordination with M&E Officer to follow and monitoring progress of project activities against the approval objectives and ensure monitoring results are utilize by project team.
- Managing the good documentation of project activities, issues and action points, progress reports, activity review report and final report.
- Prepared project quarterly report consists of program and financial to Program Director
- Ensure the quality of outputs and results with optimum monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
- Guide and assist consultants or trainers from the government or NGOs toward achievement of project objectives.
- Ensure the implementation of gender mainstreaming into all project aspects and make sure protection and safeguarding mechanism are observed by all project team.
- Ensure professional relationships with community leaders, local NGOs and other Community Based Organizations.
- Manage transfer of Project deliverables, documents, files, equipment and materials as per the standards ADRA Indonesia procedures.
- Ensure, maintain and secure all project files, both electronically and paper filing systems.

QUALIFICATIONS AND COMPETENCIES REQUIRED

- A bachelor or master degree in agriculture or social science in management and development related field.
- Minimum 5 (five) years of experience in project management preferable experience in agriculture and livelihood related projects.
- Sound knowledge on a wide range of food security and livelihood projects in post disaster and rural context.
- Demonstrate good knowledge on farmer field schools, training of trainer for animal health workers and for lead farmers, farmer groups formation and group dynamics, including farmer cooperatives and groups saving and loan activities
- Ability to establish and maintain contacts with government officials, to communicate effectively, both orally and in writing, for effective advocacy and influence policy makers
- Solid knowledge and experience in project management and financial resources management
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Deadline to submit your application is with **April 15, 2021**. Only short listed of Applicants will be invited for interview.

Please submit your Application (cover letter and latest CV) by email to: recruitment@adraindonesia.org and mark your e-mail subject: “**REAF Program Manager**”.