



## **-VACANCY ANNOUNCEMENT-**

# **Cyclone Seroja Recovery Program Officer**

Our growing NGO is seeking to hire 2 (two) Program Officers who will be responsible for overall coordination and implementation in the field under supervision of Livelihood Program Manager, working to achieve program objectives and targets. The position will be responsible for high quality field implementation of the activities under overall Cyclone Seroja Recovery project, including rapid market assessment and disaster affected household identification. In addition, the Program Officer will also be responsible to implementation of cash/voucher-based responses and regular monitoring activities

Based in Manatuto, a Bachelor's degree in a related field is required. To succeed in this role, you will need excellent communication and problem-solving skills, as well as the ability to work with stakeholders to get important work done. Previous experience in emergency response is a plus.

### **Cyclone Seroja Recovery Program Officer Responsibilities:**

- Introducing the program in the target area
- Adhere to standard operating procedures for registration and cash distributions using the selected service provider(s) per the Cash Transfer Programming manuals and Program Management Manual;
- Work with partners to ensure clear communication with affected communities regarding targeting criteria, entitlements, how to access assistance and give feedback;
- Facilitate training to target beneficiaries or relevant groups
- Ensure accurate digital data collection on all field activities, with responsibility for data uploads and verification.
- Collect beneficiary data and modify as per the project selection criteria
- Ensure monitoring, learning and evaluating activities are a part of program implementation, reflecting on process indicators and proactively resolving issues.
- Provide weekly and monthly written reports to supervisor,
- Work with the MERL team to ensure that lessons learned are documented, support with writing success stories and where appropriate, incorporate best practices into future activities.
- Strengthen and support field related activities with stakeholders and represent Mercy Corps and our work at meetings conducted by stakeholders and local authority in municipalities.
- Coordinate closely with both other projects/programs of Mercy Corps Timor-Leste and the project consortium share best practices on activities in the field.

### **Cyclone Seroja Recovery Program Officer Requirements:**

- Bachelor's degree in applicable field
- Experience in emergency program implementation (minimum 2/3 years) focused on cash and/or in-kind distributions (assessments, distributions, monitoring);
- Prior experience in working in complex emergency settings, including internal displacement settings;
- Demonstrable experience in establishing and maintaining collaborative relationships with partners and government counterparts;
- Strong interpersonal and communication skills
- Fluency in Tetun, with some proficiency in English preferred
- Strong computer skills in Microsoft Office Suite, e-mail and the internet

- Willingness to travel frequently

### **Who is Mercy Corps?**

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Mercy Corps works in places of transition, where conflict, disaster, political upheaval, or economic collapse present opportunities to build more secure, productive, and just communities. Providing emergency relief in times of crisis, we move quickly to help communities recover and build resilience to future shocks, and promote sustainable change by supporting community-led and market-driven initiatives.

**Diversity is powerful. To achieve transformational change, we seek out team members with different origins, beliefs, backgrounds and ways of thinking. Diversity helps us unlock complexity. *WOMEN ARE ENCOURAGED TO APPLY.***

To view the full Position Description for this vacancy, click Here: [FULL PD HERE](#)

Interested applicants should send their CV and cover letter to: [timorleste-hr@mercycorps.org](mailto:timorleste-hr@mercycorps.org). Only shortlisted candidates will be contacted.

*Mercy Corps is committed to the community members we work with and the beneficiaries we serve. As part of this commitment, Mercy Corps has zero tolerance for violations of our Code of Conduct (Sexual Abuse of Beneficiaries and Community Members (PSEA), Anti-Trafficking Policy, Child Safeguarding Policy, Mercy Corps Ethics Complaint and Whistleblower Policy, Sexual Misconduct in the Workplace Policy, Discrimination, Harassment and Bullying Policy, and Anti-Fraud and Corruption).* **Applicants are required to sign [HIRING COMPLIANCE FORM](#) and submit together with CV and application letter to Mercy Corps.**

**CLOSING DATE: August 2, 2021**