



Job Description

Position	: Reporting and Data Base Senior Officer	Department	: Resource Development
Location	: Ubud-Bali, Indonesia	Reports to	: Resource Development Coordinator
Start date	: ASAP	Duration	: : Minimum 1 year, ideally longer
To apply	: Send your CV and cover letter to: hr@idepfoundation.org		

Yayasan IDEP is a local Indonesian NGO, which specializes in the development of practical programs that educate and empower local communities in sustainable development and disaster risk reduction. More details about IDEP's programs can be found on our website: www.idepfoundation.org

Job summary

Reporting and Database Senior Officer provides technical knowledge and administration supports for IDEP's Resource and Development Department in ensuring the successful delivery of IDEP Report Development and Finalisation, Database Management, and Other IDEP's Resource and Development Department programs

IDEP's history to date

History to date

Since 1998, IDEP has been delivering trainings and developing campaigns and curriculums for increasing local communities and other stakeholders in various aspects of sustainable development. In 2002 IDEP was directly involved in the emergency response and recovery from the Bali Bombings, and since that time the organization has also had a focus on developing tools and capacity building for community based disaster management.

Until 2005 IDEP was a relatively small-scale organization, which relied primarily on the support of volunteers and private donors. Then in 2005-2006, IDEP expanded dramatically due to its involvement in the emergency response and recovery process from the Asian Tsunami in Aceh. IDEP is now a medium scale organization with over 100 staff based both in Bali and Aceh. IDEP also runs a community based disaster management program which is targeted for implementation through partner organizations on a national scale.

IDEP Foundation's key program focus areas are

1. Sustainable Development based on the principles and practices of Permaculture
2. Community Based Disaster Management, Emergency Response and Sustainable Recovery
3. Media, Curriculums and Campaigns Design and Distribution

Ongoing responsibilities and accountabilities of the position include

1. Report Development and Finalisation

- 1.1. Editing & proof reading English language materials and providing feedback to the author or translator
- 1.2. Develop and finalise of IDEP Biennial Report, IDEP Donor Reports, press releases, articles for newspapers, IDEP newsletters, website contents, and other IDEP media products and submission in a timely manners
- 1.3. Working closely with local staff in development of all English language written material (eg: proposals, reports, newsletters, web-content)



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- 1.4. Manage development of mailing lists using MailChimp database for public relations matters as requested by the Resource and Development Coordinator.
 - 1.5. Manage media needs and media delivery for IDEP's partners, clients, network and supporters
 - 1.6. Building capacity of local staff in communication skills in English language (eg, IDEP staff are often dealing with visitors at reception, showing visitors around our demonstration site and explaining Permaculture etc)
 - 1.7. Supports maintenance and periodic updates to IDEP social networking sites (Facebook, Twitter, ReliefWeb, etc.)
- 2. Database management**
- 2.1. Develop an integrated system, manage and ensure regular updates for IDEP partners, clients, network and supporters' contact list database
 - 2.2. Develop an integrated system, manage and ensure regular updates of IDEP's reports, photos, videos and other project documentation
- 3. Other**
- 3.1. Participate in other program of project activities as determined by the Resource Development Coordinator.
 - 3.2. Any other lawful and reasonable duties as directed by the Resource Development Coordinator.
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Requirements

1. Basic analytical skill and logical thinking framework on project management
2. Familiarity with standard Media software (iView MediaPro, Picassa, Photoshop, etc)
3. Obtain a photography skill is preferable
4. Strong attention to details, and good researching and writing skills
5. Good communications skills, spoken and written English
6. Proven self management skills including time management, problem solving and priority setting, capable of working productively and efficiently with minimum supervision, able to coordinate a large volume of different types of work
7. Able to display cultural sensitivity, flexibility and adaptability within a complex, multi-cultural working environment
8. Able to travel independently and represent IDEP Foundation to relevant clients, donors, supporters and public
9. Obtain database management and other computer skills: email, Excel, Word, PowerPoint, Access
10. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html

Benefits and support provided

- Health insurance
- Access to use IDEP facilities to support the work
- Assistance with advice on accommodation



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- Free access to IDEP trainings
 - Any other benefits applicable for IDEP staffs
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Please Note: This job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments, funding and following discussion with the volunteer's manager within the organization.