



Yayasan IDEP – Volunteer Job Description

Position : Admin Capacity Building Volunteer **Department** : Administration
Location : Main Office, Ubud, Bali **Reports to** : Receptionist
Start date : ASAP **Duration** : 3-4 months
To apply : Download the application form: www.idepfoundation.org/download_files/volunteer/volapp.doc,
fill it out and send it together with your CV and cover letter to: hr@idepfoundation.org

• P L E A S E N O T E T H I S I S N O T A P A I D P O S I T I O N •

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

Job summary

The **Admin Capacity Building Volunteer** will assist in the development of efficient and user-friendly administration systems to improve the accessibility of IDEP and IDEP's literature to the general public and also to IDEP's staff. Main tasks will include: cataloguing, setting up and stocking of IDEP's library and procedures; working with our Receptionist to improve the accessibility of IDEP's current program information in the front office; and inventories and stock-taking of one of IDEP's small enterprise initiatives.

IDEP's history to date

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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 80 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 Programs overview

IDEP Foundation's key focus areas are

1. Community Based Sustainable Development pilot projects and training
2. Media development & curriculum design
3. Emergency Response

The Foundation's key programs are



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A. Bali Permaculture Program

1. Permaculture training and demonstration site, including sustainable agriculture, gardening & seed saving - www.idepfoundation.org/idep_seeds.html
2. Community waste management and Permaculture outreach, training and non-formal education - www.idepfoundation.org/idep_waste.html & www.idepfoundation.org/ecotrainer/index.html
3. Wastewater Gardens sewage treatment - appropriate technology for sewage treatment, community based and commercial scale projects - www.idepfoundation.org/idep_wwg.html

B. Community Based Disaster Management (CBDM) Capacity Building

1. Development and national scale socialization of IDEP's Community Based Disaster Management tool kit – www.idepfoundation.org/cbdm.html
2. Development of pilot areas / communities in Community Based Disaster Management (planned project)

B. Aceh programs - www.idepfoundation.org/GFS.html

1. Permaculture training, outreach and demonstration site (underway)
2. Bamboo treatment facility (in progress)
3. Women's programs, small enterprise training (in progress)
4. Community Project Outreach in Seunudon, Lhoksumawe.

D. Emergency response to large-scale disasters in Indonesia when needed

E. Curriculums and Campaigns

1. Development and national scale socialization of publications – including:
 - a. Community Based Disaster Management tool kit – www.idepfoundation.org/cbdm.html
 - b. Sustainable Community Design reference and trainer's handbook
 - c. UNESCO's Planet Sustainable Development education tools (planned project)
 - d. 'Learnsapes' school curriculum (planned project) www.idepfoundation.org/idep_edu.html
 - e. Other public awareness tools www.idepfoundation.org/idep_downloads.html

About the position

Duties and responsibilities of the position include:

1. Administration

- 1.1 The design and implementation of effective administration systems to improve the accessibility of IDEP and IDEP's literature to both staff and outsiders, including:
 - a. Cataloguing, setting up and stocking of IDEP's library and procedures
 - b. Working with our Receptionist to improve the accessibility of IDEP's current program information in the front office
 - c. The production of inventories and stock-taking of one of IDEP's small enterprise initiatives

2. Other

- 2.1. Any other lawful and reasonable duties as directed by our Receptionist.



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Requirements for application

1. High level of initiative and enthusiasm
2. Able to be completely self funded during entire period of contract including visa costs.
3. Able to bring / use own computer
4. Self motivated with good communications skills
5. Good administration skills
6. Some English and Indonesian language
7. Computer skills (email, Excel, Word, PowerPoint, etc)

Skills and competence

1. Capable of working productively and efficiently with minimal supervision
2. Excellent information management skills and ability to be organized and manage multiple files
3. Strong attention to details
4. Able to function well within a multi-cultural team environment
5. Good team player enjoys working with other people
6. Good judgment skills and ability to mediate disputes
7. Strong communications skills and ability to manage complex organizational relationships
8. Commitment to the environment & community based development and the principles as outlined in IDEP Foundation's mission and vision - www.idepfoundation.org/idep_mission.html

Please Note: This volunteer 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.