

# WE ARE HIRING

## STUNTING REDUCTION PROJECT COORDINATOR

Project Location in Pangalengan Sub-District, West Java

### About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity.

CARE Indonesia missions aim to be humanitarian and development actors that build community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the community's aspirations and interests with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

### ABOUT the Project

Indonesia ranks 4th as one of the countries with highest prevalence of stunting. To further accelerate stunting reduction, the Government has issued Perpres 72/2021 with a target to reduce stunting to 14% by 2024. To accelerate the progress, the Government has encouraged and invited the participation of various stakeholders including the private sector to support the national effort to reduce stunting in Indonesia.

In response to the campaign, YCP is anticipating a partnership with a national donor to support prevention and acceleration of stunting reduction efforts focused in Pangalengan Sub-District, West Java.

The project is supporting the implementation of Presidential Decree or Perpres 72/2021 on Acceleration of Stunting Reduction and aligns with the National Action Plan on Acceleration of Indonesia's Stunting Reduction (RAN PASTI).

The project is intended to contribute to the goal of prevention and acceleration to reduce stunting in Pangalengan Sub-District, West Java, through interventions that address access to nutrition and waste management for economy circular contribution.

The project will be implemented over a period indicatively from **April to November 2025** in the Pangalengan Sub-District, West Java Province, with focus in 2 villages (Sukamanah and Margamukti).

YCP is planning to hire a Stunting Reduction Project Coordinator in coordinating the prevention and acceleration to the stunting reduction project, including to provide technical support to YCP's partners in implementing project activities in the project locations. She/he is also expected to contribute to the development of stunting programs by YCP in the future.

## Job Objective/Summary

The Stunting Reduction Project Coordinator will lead and coordinate the project team, responsible to ensure appropriate quality, capacity building, future planning and oversight over the health and nutrition element in the project, and ensure effective and timely implementation of the project related to prevention and acceleration to reduce stunting.

The Stunting Reduction Project Coordinator is responsible for the quality and effectiveness of YCP's and accountable for coordinating and managing as well as operational activities under the portfolio. This program is coordinated to achieve an acceleration of the stunting reduction to ensure the improvement of health and nutritional condition of women, particularly pregnant and lactating women, and children under-5 years old in the targeted sub-district, established and strengthened community-based child health promotion and health services for children.

He/She will be assisted by Admin & Finance Officer which will be based the sub-district and technical training and mentoring will be delivered by YCP Programme Manager and Technical Specialists.

## Duties and Responsibilities

### 1. Responsible on the Implementation of the Health-Related activities

- a. Coordinate and collaborate with the Cadres and/or Puskesmas for the provision of nutritious additional ready-to-eat-meals (Pemberian Makanan Tambahan) for under-weight children under-5 years old and pregnant women that refer to the Ministry of Health technical guideline.

- b. Coordinate with the relevant stakeholders to develop/expand a training material for strengthening cadres training, Parenting Class, community campaign and IEC Materials.
  - c. Contribute to the development related health training materials and facilitate related training in coordination with government office.
  - d. Design and facilitate initial assessment/survey tool, based on the log frame and indicators, to ensure that an appropriate monitoring system is in place, and is being implemented by the Project Coordinator/team.
  - e. Ensure the health program objectives are met within the designated time frame and budget.
  - f. Ensure program planning and implementation is according to the set strategic plan, log frame and work plan, and is appropriate for all project sites.
  - g. Monitor the budget estimate and expenditure align with the workplan in project area: review and sign requisition orders, according to the program estimation budget.
  - h. Provide monthly and quarterly reports to the Programme Manager and ensure that reporting deadlines are met.
  - i. Consult with the Programme Manager on technical matters related to the program, which would include detailed program planning, budget estimates, implementation of program activities based on the log frame, initiating appropriate strategies based on data gathered, needs assessment, survey results, or arising needs – if any.
  - j. Coordinate with Programme Manager on matters related to program strategic planning, implementation of the log frame and work plan and technical standards for health.
  - k. Coordinate with Yayasan CARE Peduli technical team in Jakarta, in matters related to implementing guidelines for specific health programs, IEC materials, and others, for use in program implementation.
  - l. Follow established Yayasan CARE Peduli policies and procedures on programs, finance, HR/admin, logistic, and security.
- 2. Technical Lead in building and maintaining potential and strategic networking at District level Health-related activities**
- a. Advocate with and coordinate closely with government health staff (District and village level) to encourage better health services by them.
  - b. Conduct regular assessment among government health staff (District and village level), and facilitate relevant trainings among District and village (Puskesmas) level staff, in coordination with appropriate training institutes.
  - c. Collect relevant data from government health staff, or other agencies to assist in program monitoring and evaluation.
  - d. When requested and whenever feasible, assist the Village/Sub-District/District related government officers, the Puskesmas or non-government organizations in special health projects, surveys and other activities.
  - e. Coordinate with other government agencies and non-government organizations as the need may arise, in relation to program implementation.
  - f. Attend and participate in meetings in government and non-government agencies, when needed.

### 3. Other Management responsibilities as required

- a. Ensures proper process and documentation for all forms of financial and procurement transactions under the project in compliance with YCP's policies and guidelines.
- b. Ensures timely reporting and settlement of financial and procurement under the project related.
- c. Collaborates closely with the Jakarta-based team during audit undertaking.
- d. Ensure monthly reporting to Programme Manager on a timely basis.
- e. Provides regular (monthly) update to the donor representative in the field.
- f. Prepares the quarterly and annual reports to be used for tracking progress with the local government and donor.
- g. Facilitate development of work plans, action plans, training materials.
- h. Provide project implementation activities and budget milestone report based on the project workplan.
- i. Ensure all monitoring and quality project documents (Stakeholder list, Beneficiary Summary Sheet, Monthly distribution reports, etc.) are properly filled in and checked for accuracy.
- j. Review the quality of available data, methods of collection, and the extent to which the data can provide good information for monitoring and evaluating project outcomes.
- k. Verify the progress of all related interventions using gender-sensitive performance indicators that will be part of the Activity Monitoring and Evaluation Plan. Working with Gender.
- l. Specialist to Collect sex-disaggregated data, monitor all people-level indicators, and use gender analysis tools to identify potential gender gaps and constraints.

## Requirements

### 1. Education, experience and technical competencies

- a. Education: Bachelor degree in Public Health or medical health or any relevant background.
- b. Experience: At least 7 (seven) to 10 (ten) years working in non-governmental organization and/or consulting company.
- c. Good communications skills, including negotiation skills.
- d. Excellent interpersonal skills, including patience, diplomacy, willingness to listen and respect for beneficiaries.
- e. Experience in conducting training, and facilitating group discussions or trainings to stakeholder / beneficiary is desired. Experience in organization development and change management is preferred.
- f. Proven track record of effective communication, engagement, and advocacy with local government (at provincial, district, sub-district and village levels). Experience and familiarity with Bandung District especially Pangalengan Sub-District are a plus.
- g. Willing to spend a considerable amount of time in the field.
- h. Ability to develop relationship with various stakeholders.
- i. Able to give helpful directions, detailed instructions and demonstrations.
- j. Able to negotiate and to clarify expectations of both the beneficiaries and team.
- k. Strong presentation skills, Fluent in English (spoken and written) is preferable.

## 2. Personal attributes & competencies

- a. Excellent interpersonal and proven ability to develop and maintain effective and frequent communication and trusted relationships with internal and external stakeholders.
- b. Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the project and the reputation of YCP.
- c. Readiness to work with people of all backgrounds without bias. Ability to work sensitively with people from various cultural and social backgrounds.
- d. Have effective planning, organizational and time management skills. Proven ability to manage competing priorities and team work to achieve targets by delegating work effectively.
- e. Ability to multi-task and work well under time constraints, and under pressure.
- f. Ability to work in a team including capability to be flexible to respond to changing requirements.
- g. Ability to communicate accurately, and effectively through the written word.
- h. Have excellent analytical skills.
- i. Committed to fostering respectful, collaborative, learning and empowering work culture.
- j. Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation.
- k. Commitment to gender equality, social justice, and Do No Harm principles.
- l. Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse.

## HOW TO APPLY

YCP is an equal opportunity employer and we offer collegial working environment and competitive salary and benefits package.

Applicants are invited to send a cover letter illustrating their suitability for the above position, and detailed curriculum vitae, with names and addresses of 4 (four) referees/direct supervisor (including telephone and email address).

Please submit your applications to : [ycp\\_recruitment@careind.or.id](mailto:ycp_recruitment@careind.or.id) at the latest by **20/04/2025**.

*\*All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

*\*We do not provide correspondence related to this recruitment and do not provide notification of application/CV received.*

***Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organization and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.***

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