

JOB VACANCY

Yayasan Kasih Suwitno (YKS) is working with the Ministry of Health to strengthen HIV and STI services for high-risk groups in 39 Districts across Indonesia supported by *The Global Fund*. Currently, YKS urgently needs:

- 1) **Provincial Coordinator (PC)** - 1 person

Summary of responsibilities and Job Requirements as below:

Post Title:	Provincial Coordinator (PC): 1 person
Recruitment:	Indonesian National
The Duty Station:	Jawa Timur – Kota Surabaya
Duration of Assignment:	8 months
Starting Date:	May 2023
Direct Supervisor:	Program Manager (PM)
Education:	Medical Doctor

Recruitment Qualification

Experience:

1. Minimum of 5 years of progressive responsibility in related work experience, preferably in handling the HIV/AIDS case.
2. All candidates must have good communication skills, both spoken and written, and be able to use MS Office programs, English language skills are a plus.
3. HIV-positive individuals are encouraged to apply.

Application process:

- The application deadline is **10 May 2023**
- Please send the application to hr@yayasankasihsuwitno.org
- Email Subject: **PC _ (NAME OF APPLICANT):** contoh: **PC_KARLA**
- We will acknowledge all applications but will contact only short-listed candidates



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JOB DESCRIPTIONS

URAIAN PEKERJAAN / JOB DESCRIPTION KOORDINATOR PROVINSI – PROVINCIAL COORDINATOR (PC)

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|---|---|
| 1. Membangun koordinasi dan kolaborasi yang baik dengan dinas kesehatan (dinkes) provinsi dan dinkes kabupaten/kota, mitra/pemangku kepentingan, dan komunitas terkait program IMS dan HIV | 1. Establish good coordination and collaboration with the provincial health office (PHO) and the health office districts/cities, partners/stakeholders, and communities related to STI and HIV programs |
| 2. Memberikan dukungan kepada tim pendampingan dan petugas pendampingan di kabupaten/kota tentang implementasi program termasuk pengaturan administrasi program, misalnya, nota kesepahaman atau surat pengakuan dari dinkes kabupaten/kota untuk layanan-layanan kesehatan tentang bantuan teknis yang diberikan | 2. Support the mentoring team and mentoring officers in districts/cities regarding program implementation including program administration arrangements, for example, memorandums of understanding or letters of acknowledgment from district/city health offices for health services regarding technical assistance provided |
| 3. Menjalankan fungsi penghubung antara dinkes provinsi, dinkes kabupaten/kota, tim pendampingan, dan petugas pendampingan dengan tim dukungan nasional | 3. Act as the liaison function between the provincial health office, district/city health office, mentoring team, and mentoring officer with the national support team |
| 4. Memberikan dukungan penyelesaian masalah di tingkat provinsi, kabupaten/kota, dan fasilitas | 4. Provide problem-solving support at the provincial, district/city, and facility-level |
| 5. Memastikan implementasi berdasarkan rencana kerja untuk mencapai target | 5. Ensuring the implementation based on the work plan to achieve the target |
| 6. Menyusun laporan bulanan tentang kemajuan, tantangan, dan rencana yang layak berdasarkan pemantauan dan pelaporan lokal atas target kaskade pengobatan 95-95-95 di tingkat kabupaten/kota | 6. Prepare monthly reports on progress, challenges, and feasible plans based on monitoring and local reporting on treatment cascade targets 95-95-95 at the district/city level |
| 7. Mendukung tim pendampingan dan petugas pendampingan dalam menjalankan pertemuan koordinasi bulanan dengan dinkes kesehatan, layanan kesehatan, dan komunitas | 7. Support the mentoring team and mentoring officers in running monthly coordination meetings with the health office, health services, and the community. |