

I. Position Information

Post Title	:	Project Officer for Enhancing the Leverage of Women Environmental Defenders in Sustaining the Environment (ELEVATE) Program
Duration of Contract	:	7 (seven) months with the possibility of extension
Supervisor	:	Project Manager for ELEVATE Program

II. Organizational Context

As one of the program units in KEMITRAAN, DJGR is focusing on several topics: democratic and state governance; decentralization, bureaucratic reform, and public service governance; and human rights, justice, and anti-corruption. With that said, through our Enhancing the Leverage of Women Environmental Defenders in Sustaining the Environment (ELEVATE) program, KEMITRAAN aims to improve the ability of women environmental defenders in Indonesia to contribute safely to the gender-sensitive environmental policy-making process and seek access to justice through the strengthening of state-based protection mechanisms, capacity empowerment of women environmental defenders and civil society organizations, and enhancement of access of information.

In order to run this program, KEMITRAAN is looking for a Project Officer to assist the Project Manager and Program Director of DJGR. The Project Officer is primarily responsible for the coordination of project-related and implementation activities. S/he will be responsible for coordinating the project planning, implementation, and monitoring of progress, as well as securing project progress, and synergizing activities across the relevant staff and experts within the project. The Project Officer is also responsible for the smooth implementation and coordination of monitoring and evaluation activities, for the specific quality and timely results, and follows all necessary administrative (KEMITRAAN and donors) rules related to implementation.

III. Functions / Key Results Expected

Summary of Key Functions:

- Project management and implementation
- Strategic partnership. communication and networking

1. Assist the Program Manager and Program Director to ensure the implementation of program strategies focusing on the achievement of the following results:

- Effective use of the result of analysis and research of the political, social, and economic situation and preparation of substantive inputs to project document development and other documents.
- Support and interventions related to activities in his/her portfolio.
- Identification and relationship development with stakeholders on his/her portfolio.
- Contribution and participation in resource mobilization efforts for the office.

2. Ensures implementation design and formulation of the implementation strategy, focusing on quantity and quality outputs, achieving the following results:

- Effective application of results-based management, establishment of management targets, monitoring achievement of results, and translating program priorities into workable interventions.
- Under the supervision of the Project Manager and Program Director, addresses any relevant issues through synchronization of activities/programs from the stage of project design, work plan, and proposal development, management, monitoring, and evaluation.
- Develop an annual work plan on his/her areas of responsibility as per the strategy set out for management review and consideration.

3. Ensures project management and implementation, focusing on the achievement of the following results:

- Manage the day-to-day operations of the project(s) on his/her portfolio
- Under the supervision of the Project Manager, develop communication materials related to the project.
- Ensuring the achievement of project(s) outcome and output
- Supporting the development of the project's progress report to the donor (including financial status with the assistance of the Finance and Admin Officer), which will ultimately be reported to the donors.
- In collaboration with Knowledge Management and Learning, conduct project knowledge-extracting activities from the project under his/her portfolio as a learning from project outputs and outcomes for further programmatic advancement and sustainability.

4. Ensure the creation of strategic partnerships and provision of top-quality policy advice services to the Government and other stakeholders, focusing on the achievement of the following results

- Maintain communication and coordination with partners and executing agencies, including government agencies, private sectors, and civil society organizations.
- Develop strategic partnerships and networking with government agencies, the private sector, other projects, donor or international agencies

IV. Impact of Results

The key results have an impact on the successful and timely implementation of activities of the project within the program.

V. Competencies

Corporate Responsibility & teamwork:

- ❑ Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- ❑ Demonstrates integrity by modeling professional values and ethical standards
- ❑ Clear commitment to governance reform.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Plans prioritizes, and delivers tasks on time
- ❑ Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

People Skills:

- ❑ Sets clear performance goals and standards; executes responsibilities accordingly

Partnering & Networking:

- ❑ Seeks and applies knowledge, information, and best practices from within and outside the Partnership

Results-Orientation:

- ❑ Plans and produces quality results to meet established goals.
- ❑ Innovation & Judgment
- ❑ Contributes creative, practical ideas and approaches to deal with challenging situations Strives for quality client-oriented services (internal/external)

Communication:

- ❑ Demonstrates effective written and oral communication skills.
- ❑ Demonstrates good negotiation skills.

Job Knowledge & Expertise

- ❑ Executes day-to-day tasks systematically & efficiently
- ❑ Uses Information Technology effectively as a tool and resource
- ❑ Familiar with data warehouse and its maintenance
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications

Education:

- ❑ Minimum a bachelor's degree in relevant fields (e.g law, communication, public policy, politics);
- ❑ Strong skills in civil society oversight, public education campaigns, policy analysis, report writing, presentation, and good skills in the use of ICT;

<p>Experience:</p>	<ul style="list-style-type: none"> ❑ Minimum 4 years of relevant experience in program planning, implementation, and monitoring (Preferably, managing projects that focused on human rights and/or environmental issues) ❑ Experience in managing communication materials related to project implementation. ❑ Experience and skillful in facilitating the development of multi-stakeholder forums, pulling stakeholders such as key government agencies, political party members, civil society organizations, social-political figures, private, companies, and grassroots communities, etc.; ❑ Wide network on human rights, environment, natural resources, good governance, bureaucratic reform, and civil society groups/organizations in Indonesia. ❑ Experience working with international donors, especially US-based is preferred. 	
<p>Language Requirements:</p>	<p>Fluency in written and spoken English and Bahasa Indonesia</p>	
<p>VII. Signatures- Job Description Certification</p>		
<p>Incumbent <i>(if applicable)</i></p>		
<p>Name</p>	<p>Signature</p>	<p>Date</p>
<p>Supervisor</p>		
<p>Name</p>	<p>Signature</p>	<p>Date</p>
<p>Chief Division/Section</p>		
<p>Name</p>	<p>Signature</p>	<p>Date</p>