Partnership for Governance Reform

I. Post Information

Post Title	**Project Team Leader, AF Pekalongan Project**
Supervisor	Program Director – Environment and Sustainable Governance (ESG)
Type of Assignment	Fixed term
Duration	Six (6) months with possible extensions based on performance and project duration.
Base	Pekalongan City, Central Java (with duty travel to Jakarta as required)
Supervises	Project Officers, Finance Officer, MEL Officer, and other possible positions in the Project Management Unit (PMU); coordinates with KEMITRAAN's MEL and Finance Unit

II. Context

The northern coastline of Central Java (Pantura) faces visible climate impacts, including sea level rise that severely affects Pekalongan's coastal sub-districts. Communities experience livelihood loss, deeper and persistent inundation, and health risks from compromised sanitation and waterborne diseases.

In partnership with the Municipality of Pekalongan, the project aims to strengthen coastal protection, improve community sanitation, promote alternative livelihoods, and enhance the city's climate adaptation policy implementation. The project is funded by the Adaptation Fund (AF), executed by KEMITRAAN, and overseen by the Ministry of Environment (previously KLHK).

Implementation is carried out through a Project Management Unit (PMU) which is under the Program Directorate/ESG and working with other KEMITRAAN working units (SPKM/MEL; Operations/Procurement, Finance & Grants; and) as well as external stakeholders (Municipal and Provincial Governments, local CSOs, experts, and other implementing partners and vendors). The Project Team Leader provides disciplined management across planning, delivery, quality assurance, and compliance.

Under the guidance of the Program Director – ESG (PD-ESG), the Project Team Leader leads preparation, implementation, and supervision of project activities; ensures alignment with PMU standards and Adaptation Fund rules; and maintains strong coordination with donors, partners,

and other internal organization's units to deliver results, ensure compliance, and embed learning.

The AF Pekalongan Project is entering its final year of implementation[1]. Hence, the Project Team Leader's role focuses on ensuring that all planned activities are taking place and produce the intended results with quality, and that funding is properly allocated and absorbed on time.

III. Key Functions and Tasks

Project Planning

- Lead annual work plan and procurement plan drafting: translate objectives into milestones and resource needs with critical-path mapping. Align the procurement plan with deliverables, budget codes, and timelines.
- Lead in preparation of detailed PMU monthly and weekly work plan.
- Ensure PMUs regularly identify and manage project risks and issues, as well as conduct follow-up actions.

Project management and quality assurance

- Maintain the integrated implementation plan: update activity schedules, resources required, and deliverables; keep issue and risk logs current with responses
- Lead day-to-day delivery, monitoring, and reporting: coordinate partners and field teams to keep scope, schedule, and quality on track; document and resolve challenges and obstacles. Submit monthly progress packs (narrative, evidence index, risk/issue log).
- Coordinate evaluations and quality standards: draft evaluation ToRs, support data collection, and ensure management responses are implemented. Apply and ensure internal QA checks on outputs and donor reports before submission.
- Manage grant allocations and safeguards: monitor grants and subgrants (as applicable); ensure ESMP (Environmental and Social Management Plan)/safeguard and FGRM (Feedback and Grievance Redress Mechanism) procedures are followed and registers updated. Resolve grievances within agreed timelines and document outcomes and lessons.
- Ensure orderly project closure: prepare closure plans, asset registers, and lessons-learned notes; verify documentation and archiving. Lead final reporting and handover to relevant units.

Team management

- Set KPIs and conduct performance reviews: align individual objectives to project results and competencies; hold regular check-ins and document feedback. Maintain performance files and improve actions with HR support.
- Coordinate onboarding and training plans: ensure all staff have access to policies and SOPs; schedule inductions and refreshers. Track attendance and competency development against role requirements.

---

[1] The project is scheduled to end in 31 July 2026. No extension is foreseen.

- Manage team routines and collaboration: run stand-ups, reviews, and apply retrospectives to surface issues and drive team learning. Track actions to closure and recognize contributions.
- Address routine HR issues with Operations-HR Directorate: log cases and decisions while ensuring confidentiality and fairness. Communicate changes affecting roles, budgets, or schedules and manage transitions.
- Champion inclusion, safeguarding, and well-being: model expected behaviors and ensure/maintain safe reporting channels. Promptly escalate conduct issues and document resolutions.

Resource mobilization and stakeholder engagement

- Support Program Directorate in donor communications and follow-ups: prepare agendas, meeting packs, and call notes; ensure decisions, owners, and timelines are explicit. Maintain a monthly engagement summary and escalate risks/opportunities to the Program Directorate.
- Establish and maintain productive relationships with government agencies at national and sub-national levels, especially the City Government of Pekalongan
- Coordinate and maintain relationships with implementing partners, civil society organizations (CSOs), and other related parties to align efforts and maximize impact.
- Oversee donor updates and visibility materials: consolidate evidenced progress into concise, compliant updates and briefs. Ensure materials meet safeguarding, brand, and approval standards. Ensure project activities are regularly disseminated via social media.
- Coordinate proposal inputs and budget assumptions: align logframe excerpts, narratives, and cost assumptions with donor rules. Secure finance validation and PD–ESG sign-offs before submission. Actively participate and represent the program in relevant events, forums, and meetings
- Convene consultations and learning sessions: plan FGDs and coordination meetings with beneficiaries and local partners. Document minutes, decisions, and follow-ups with responsible persons and due dates.
- Manage logistics for donor and partner visits: issue itineraries, brief packs, and on-site coordination notes. Capture lessons and visibility assets with consent records and file indexes.

Financial management

- Coordinate budgeting, expenditure control, and cash flow: consolidate BvA (Budget vs Actual) and forecasts; analyze variances and propose corrections. Ensure funds availability matches delivery schedules.
- Lead financial reviews with PMU, Program Directorate, and Operations-Finance Unit, and partners (as applicable): schedule quarterly reviews, prepare evidence packs, and document decisions. Track agreed actions to closure with responsible persons and dates.
- Ensure timely, high-quality donor financial reports: align narratives with reconciled financials and supporting documents. Maintain audit-ready documentation and indexes in shared repositories.

- Oversee grantee financial supervision: validate partner reports, vouchers, and supporting documents; plan on-site assessments and follow-up. Record issues and mitigation plan in a partner oversight log.

Procurement

- Lead procurement planning with the Procurement Unit: link specifications and TORs to the work plan and budget codes; set realistic timelines and roles. Review and approve solicitation schedules.
- Ensure complete and fair solicitation packages: prepare or review TORs/specs, evaluation criteria, and templates; coordinate clarifications and Q&A logs. Guard against conflicts of interest and ensure compliance with the organization's and donors' rules.
- Monitor procurement status and vendor performance: maintain status trackers and contract oversight with KPIs and acceptance criteria. Document lessons and issues for continuous improvement.
- Coordinate contract management with end users: track deliverables, acceptance notes, and payment milestones; draft change notes or amendments when needed. Ensure files are complete and indexed.

IV. Deliverables

- Approved work plan, procurement plan, and POM crosswalk: a consolidated semester work plan with linked procurement and an approved POM crosswalk to the organization's SOPs and donor rules.
- Monthly progress, risk, and financial packs: narrative progress with evidence index, updated risk/issue logs, BvA and forecast summaries, and action trackers.
- Stakeholder engagement package: updated stakeholder database and engagement log, donor meeting packs/call notes, and monthly engagement summaries.
- Evaluation and closure dossier: evaluation ToRs and management responses, lessons learned notes, closure plan, asset register, and archive index.
- ESMP and FGRM registered: safeguard compliance status with grievance entries, resolutions, and timelines.
- Partner/vendor performance notes: on-site assessment reports, validated partner/vendor performance, and follow-up action logs.

V. Key Performance Indicators (KPIs)

- 2026 Semester and monthly workplan formulated, including clear division and responsibilities of PMU staff for its implementation by the end of December 2025.
- Stakeholder engagement: ≥3 structured engagements/month with main stakeholders are Pemprov Jateng and Pemkot Pekalongan. Measured via monthly reporting and quality spot-checked by Program Director – ESG.
- Support rapport and data provision to national stakeholders, mainly the Ministry of Environment.

- Budget and reporting: 100% on-time monthly progress packs (narrative+BvA+risks) with <8% variance to plan.
- Procurement execution: ≥90% of planned solicitations launched on schedule; 100% files are complete and indexed. Status tracker and file index used for verification; exceptions documented with reasons and recovery steps.
- Regular dissemination of project results and activities via social media at least twice a month.
- Learning and closure: 3 documentation and lessons learnt packages prepared and disseminated through multistakeholder events (including at project closure) by the end of June 2026.
- Project closure is properly prepared and administered in accordance with KEMITRAAN's SOPs and donor requirements.

VI. Competency
Core competencies
- Strategic partnering and communication: build productive relationships with donors, government, CSOs, and beneficiaries; produce clear, compliance-aware communications and negotiate trade-offs.
- Results leadership and accountability: plan and deliver against agreed milestones; maintain complete, audit-ready documentation and evidence; take timely corrective action.
- People leadership and inclusion: set expectations, coach teams, and foster learning; uphold safeguarding, wellbeing, and professional conduct.

Technical competencies
- Project cycle management and QA: integrate planning, monitoring, evaluation, and closure with risk and issue control; apply internal QA standards and manage evaluations.
- Financial management and donor compliance: lead budgeting, BvA/forecasts, donor financial reporting, and partner supervision in line with the organization's SOPs and donor rules.
- Procurement and contract management: oversee complete solicitation packages, status trackers, vendor performance, and amendments with value-for-money principles.
- Safeguards and FGRM: implement ESMP and grievance mechanisms; document cases and resolutions; feed lessons into risk management and design.
- Reporting: strong ability to produce clear reports and lead multi-stakeholder meetings.

VII. Qualifications
Experience
- Minimum 8 (eight) years' experience in development project management, including at least 3 (three) years in a managerial role leading multi-stakeholder implementation.

- Minimum of 3 (three) years' experience in managing a project with at least 10 team members in the field.
- Proven experience in project preparation (AWP, procurement planning, POM), financial stewardship (BvA/forecasts, donor reporting), procurement coordination, and safeguards/FGRM.
- Demonstrated experience coordinating government, donor, and partner interfaces at national and subnational levels, including Central Java.
- Prior experience with international organizations on climate change or related sectors is preferred; knowledge of relevant Indonesian policies and standards is desirable.

Education
- Bachelor's degree in social sciences, development studies, public administration, environmental engineering/management, or related fields; Master's degree preferred.
- Relevant professional certifications are an advantage.

Languages
- Fluency in Bahasa Indonesia and English (written and spoken).

VIII. Sign-off

Prepared by: _____ Date: _____

Reviewed by (Program Director – ESG): _____ Date: _____

Approved by HR: _____ Date: _____