



Partnership for Governance Reform in Indonesia (KEMITRAAN)

1. Post Information

Post Title: : **Senior Program Manager – Environmental and Sustainable Governance (ESG)**
Classified Grade : **OL**
Supervisor : Program Director

II. Organizational Context

KEMITRAAN was established as a multi-donor trust fund under the umbrella of the United Nations Development Programme in 2003. In 2010, it evolved into a not-for-profit and independent Indonesian organization and assumed full fiduciary responsibility and accountability for its programs and institutional development. KEMITRAAN's mission is to foster transparent, accountable, and inclusive governance in Indonesia—governance that genuinely responds to the needs and aspirations of its people. To achieve this, the organization engages in capacity building, policy advocacy, and research, while implementing innovative programs and projects that drive systemic change.

Over the years, KEMITRAAN has cultivated a robust and diverse network of partners—spanning government institutions, civil society organizations (CSOs), international donors, and private sector actors. This dynamic collaboration allows KEMITRAAN to harness a wide range of resources and expertise, driving meaningful change and promoting sustainable development across Indonesia.

As KEMITRAAN continues to grow and expand its impact, a strong mid-level leadership within the Program Directorate is essential. Senior Program Manager is a strategic leadership role in ensuring that all programs and projects are managed, implemented, and delivered with excellence—both programmatically and operationally—while maintaining quality and timeliness.

Under the guidance and supervision of the Program Director, the Senior Program Manager plays a critical role in ensuring the successful implementation of programs and projects. The key functions and responsibilities are: ensuring the quality of program and project execution, including monitoring and evaluation (M&E); overseeing financial and administrative aspects of programs and projects; providing leadership and direction to program and project teams, engaging with key stakeholders to strengthen collaboration and impact, and supporting fundraising and resource mobilization efforts, including proposal development. Additionally, Senior Program Manager ensure that all initiatives align with KEMITRAAN's strategic goals and deliver measurable, meaningful impact.

The Senior Program Manager collaborates closely with other units within the organization, including Financial and Operations Directorate; Strategy, Policy & Knowledge Monitoring Directorate; and the Communications Unit.

In addition to internal coordination, the Senior Program Manager is expected to actively engage with external stakeholders—such as government officials, local governments, multilateral and bilateral

donors, private sectors, and civil society organizations—to ensure programmatic synergy and strategic alignment.

III. Key Results Expected

1. Quality assurance of program management and implementation, including the establishment of M&E that is well established to evaluate the quality of program/project deliverables and outputs.
2. Program financial and operational oversight.
3. Program stakeholder engagement.
4. Fundraising/resource mobilization and program/project proposal development.

IV. Tasks

1. Ensure the quality of program management and implementation, including the establishment of M&E that is well established to evaluate the quality of program/project deliverables and outputs
 - ❑ Manage the day-to-day implementation of program activities.
 - ❑ Ensure that projects have detailed work plans and budget, are able to monitor their own progress against targets, and eventually to deliver 100%.
 - ❑ Oversee the quality and timely implementation of projects and ensure that the projects are effectively managed by PMUs in alignment with the program directorate targets.
 - ❑ Ensure PMUs regularly identify and manage project risks and issues, as well as conduct follow-up actions.
 - ❑ Ensure compliance of program and projects against the approved agreement/contract documents with donors as well as KEMITRAAN's policies and SOPs.
 - ❑ Ensure effective communication and coordination with relevant work units within KEMITRAAN and external stakeholders.
 - ❑ Ensure timely, quality program and project reporting.
 - ❑ Establish and implement program level monitoring & evaluation systems and tools in order to provide regular information on the project progresses under his/her portfolios.
 - ❑ Coordinate with PMUs to monitor progress of projects under his/her portfolios to identify necessary corrective actions.
 - ❑ Ensure corrective actions are followed-up and executed by PMUs.
 - ❑ Prepare regular progress reports to Program Director.
 - ❑ Provide support to data collection and analysis for organization's and program level impact assessments.
 - ❑ Ensure the quality of donor/funder reporting prepared by PMUs.

2. Program financial and operational oversight:
 - ❑ Manage program budgets and expenditures, with emphasis on review, monitor, and update program budgets, in coordination with the Finance & Operations Directorate.
 - ❑ Oversee expenditures tracking in alignment with the approved budgets and financial forecasts.
 - ❑ Ensure any budget variances or financial risks are identified and address in a timely manner.
 - ❑ Oversee program compliance with the organizational financial and procurement policies.
 - ❑ In coordination with Finance & Operations Directorate to ensure that all projects' financial transactions and procurement activities meet donor/funder requirements and audit standards.

❑ In coordination with the Finance & Operations Directorate, maintain transparency and accountability in financial processes. ❑ Manage and ensure the timely results in preparing financial reports and documentation for donors and funding partners. ❑ Ensure timely and accurate submission of financial deliverables, including budget revisions and expenditure reports. ❑ Collaborate with relevant directorates and units to fulfill grant conditions and contractual obligations.
3. Program team management: ❑ In coordination with Operations-HR Unit and SPKM Directorate, initiate projects, set up the systems, and conduct PMU recruitment processes and ensure the required capacities are in place within the PMU in accordance with the project requirement. ❑ Lead the PMU in formulation of Project Operational Manual (POM) as the guidance in project implementation ❑ Ensure PMUs have the proper knowledge and understanding on the project documents and agreement/contract. ❑ Conduct regular performance reviews and offer constructive feedback for professional growth. ❑ Organize and manage regular team meetings to review progress, address challenges, and coordinate tasks. ❑ Identify capacity gaps and facilitate training, mentoring, and learning opportunities. ❑ Encourage and contribute to knowledge sharing and continuous improvement across the team and organization-wide. ❑ Promote collaborative and inclusive work environment. ❑ Cultivate a culture of respect, openness, and teamwork. ❑ Ensure that diverse perspectives are valued and integrated into decision-making process. ❑ Address conflicts constructively and foster a supportive atmosphere that enhances team morale and productivity.
4. Participate in program stakeholder engagement and program fundraising/resource mobilization efforts including program/project proposal development: ❑ Establish and maintain productive relationships with government agencies at national and sub-national levels. ❑ Establish and maintain positive rapport with donors, clients and partners. ❑ Coordinate and maintain relationship with implementing partners, civil society organizations (CSOs), and private sector actors to align efforts and maximize impact. ❑ Actively participate and representing the program in relevant events, forums and meetings. ❑ Identify funding source opportunities both at national and international level. ❑ Participate in building and maintain relationships with potential donors/funders, including government entities, bilateral and multilateral agencies, foundations, and private sector partners. ❑ Provide programmatic insights and data to inform fundraising pitches and donor presentations. ❑ Participate in the drafting of high-quality program and project proposals, concept notes, and expressions of interest. ❑ Assist Program Director to ensure proposals are evidence-based, contextually relevant, and aligned with donor requirements and KEMITRAAN's strategic framework.

❑ Participate in strategic planning and donor/client engagement activities to position KEMITRAAN for future funding/business. 4. Support internal review and approval processes to ensure timely and quality submission of proposals. 5. Document lessons learned from proposal development processes to improve future efforts.
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IV. Impact of Results

The Senior Program Manager's work directly influences the successful and timely implementation of programs and projects under his/her portfolios. His/her contributions are critical to achieving strategic goals, delivering high-quality outputs, resolving challenges effectively, ensuring strong management oversight and mobilizing new resources/business.

V. Competencies

Corporate Competencies:

- ❑ Demonstrates integrity by modeling KEMITRAAN's values and ethical standards
- ❑ Promotes the vision, mission, and strategic goals of KEMITRAAN
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- ❑ Promotes knowledge management and a learning environment in the office through leadership and personal example.
- ❑ Deep expertise in cross-functional development with a strong focus on leverage programmatic effectiveness and team capability building.
- ❑ Committed to continuous personal and professional growth for the organization, actively pursuing development goals and applying new skills to enhance individual and organizational effectiveness.

Development and Operational Effectiveness

- ❑ Ability to lead strategic planning, results-based management and reporting
- ❑ Ability to lead formulation and monitoring of projects
- ❑ Solid knowledge on the issues of governance, environment, and climate change.
- ❑ Solid knowledge on the application of project cycle management
- ❑ Ability to builds strong relationships with variety of stakeholders, focuses on impact and results, response positively to feedback and encourages team work.
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Demonstrates strong verbal and written communication skills
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Proven networking, team-building, organizational and communication skills

VI. Recruitment Qualifications	
Education	University Degree in Administration, Management, Social Sciences, Environment, or other related fields. A master degree is an advantage,
Experience:	• Minimum 12 years of relevant experience in program or project management (planning, implementation and monitoring). • Minimum of 5 years of team management. • Experience and skills in project cycle management, including theory of change (ToC), logical framework, and budgeting. • Extensive experience in liaising, coordinating and collaborating with key stakeholders such as government agencies, civil society organizations, social-political figures, private companies and grassroots communities, etc.
Language Requirements:	• Fluency in English and Bahasa Indonesia. • Ability to write documents in English.

VII. Signatures- Job Description Certification		
Incumbent		
Name	Signature	Date
Program Director		
Name	Signature	Date
Executive Director		
Name	Signature	Date