



Partnership for Governance Reform in Indonesia

I. Position Information

Job Title : Team Leader (Project Manager)
 Duration of Contract : 6 months with possible extension
 Direct Supervisor : Program Manager Democracy, Justice and Public Service

II. Project Context

Indigenous people and ethnic minorities are groups that are vulnerable to discrimination and violence. They often experience discrimination because of their religious beliefs, stigma, and judgement that causes them to be alienated. The consequences of this discrimination are directly seen from the lack of basic access to services or population identity, as well as participation in public decision-making processes. The impact of discrimination in access to services, leads to the difficulty of their access to government services which in turn creates poverty and marginalized groups.

Data by Kemitraan in 2017 showed that indigenous community in our previous program had limited access to legal identity and only 43% had ID card, 74% did not have birth certificate and 39% didn't have family cards. In the aspect of social assistance, due to the absence of legal identity, indigenous peoples and ethnic minorities have difficulty obtaining social protection programs or assistance from the local government. Other basic services such as education and health access are also another challenges especially for those who live in mountains or remote areas. Our data shows only 10 percent of indigenous people had access to higher education. Majority of them only completed elementary school.

Furthermore, pandemic has had significant impact to indigenous community whom are known to be quite vulnerable to disease outbreaks mainly due to their geographical location which is far from health facilities. In responding to the pandemic, several indigenous communities took precautions by closing village boundaries so that outsiders could not enter. The immediate effects of the pandemic are also acute for women, people living with disabilities (PLWDs), ethnic minorities and other vulnerable populations, as they are employed in the informal economy or sectors hardest hit by the economic downturn. **Ethnic, religious and cultural minorities** are often amongst the poorest and most vulnerable in Indonesian society, with the potential for increased

inequality to lead to social and political conflict.

ESTUNGKARA – Towards the Fulfillment Citizenship Rights for Indigenous Groups, especially Women, Children, and People with Disabilities of Indigenous Groups and Ethnic Minorities aims to actualize a more inclusive governance in Indonesia, especially for indigenous peoples including indigenous women, female heads of household, children and disabilities and other vulnerable groups in the program area by encouraging gender equality and justice, social inclusion, economic improvement and capacity building of civil society organizations.

Under direct supervision of Program Manager and guidance of the Program Director, the Team Leader (Project Manager) is primarily responsible in leading the project management unit and supervise all PMU staffs namely: Project Officers, MEL Officer, Communication Officer, Finance & Grant Officers, Finance & Administration Assistants, Consultants, and Grantees. The Project Manager. The Team Leader will work closely with other related units within KEMITRAAN such as : Operation and Finance Director, Strategic and Institutional Growth Director, Finance Manager, Procurement Officer, Communication Specialist, other PMUs and other related units.

III. Functions / Key Results Expected

Summary Key function and results Expected:

He will serve as leader and coordinator of the project team with the following responsibilities:

A. Project Management.

- ❑ Lead and manage overall project cycle within the logframe, theory of change, and budget available.
Ensure compliance with Project documentation, donor, and Kemitraan guidelines.
- ❑ Review approved Project outputs and indicators so as to ensure that they are appropriate and realistic.
- ❑ Develop Project start up plans in consultation with Project staff, line management and local government partners. Following project initiation, develop regular (monthly) implementation plans and reports.
- ❑ Establish and implement Project monitoring and evaluation systems in order to provide regular information on progress towards indicators of outputs and objectives and assess the impact of the Project.
- ❑ Mobilize and manage technical assistance and support to Project and counterpart staff as required.

- ❑ Support identification and implementation of potential innovation of the project to increase the project outreach or increase institutional added value of Kemitraan.

B. Financial/Budget and Asset Management.

- ❑ Comply with Kemitraan financial management procedures and expenditure monitoring systems.
- ❑ Check monthly Project expenditure report for accuracy and appropriateness. Regularly discuss with Finance Manager concerning financial reporting issues, errors, trends, payment delays, outstanding commitments and related matters.
- ❑ Monitor expenditure on a monthly basis against the approved budget. Review expenditure projections to ensure that expenditure stays within budget.
- ❑ In close coordination with the Administration and Procurement Unit and/or Operational Director, to ensure that assets purchased by or provided to the Project comply with Kemitraan asset management guidelines.

C. Contract Management.

- ❑ Ensure that contractual compliance obligations to the donor are understood and adhered to by all relevant Project staff.
- ❑ In the event of any urgent and serious matters, provide immediate reports (verbal or written) to line management or Program Manager and Program Director.
- ❑ Prepare and submit all reports on time.
- ❑ Ensure that approved objectives, outputs (targets) and budgets are reached. Any changes to the project design, objectives, outputs or budget must have prior approval by Kemitraan line management and donor.
- ❑ Ensure the effective management, maintenance, security and legitimate usage of all project facilities, assets, personnel and equipment.

D. Personnel Management.

- ❑ Develop, define and maintain updated job descriptions for all relevant Project staff, which clearly explain the roles and responsibilities of each staff member.
- ❑ Actively assist staff, in particular women, assume greater responsibility within project activities and 'foster' their long-term professional development.
- ❑ Ensure that staff participates in the development of project Weekly/monthly work plans.
- ❑ At all times ensure the safety and security of all Project staff in line with Kemitraan policies and procedures.

E. Government Liaison/External Relations

- ❑ Establish and maintain positive working relationships with other institutions

involved in the project by ensuring appropriate representation of Kemitraan.

- ❑ Establish local procedures in order to liaise effectively with local government institutions. This may include such things as: planning, implementing, reporting, monitoring and evaluation or any other aspect that requires local government understanding and support for effective project management.
- ❑ Assist line management to meet all required narrative and financial reporting requirements promptly.
- ❑ Facilitate and provide the opportunities for counterpart staff and agencies to be aware of and learn from the implementation of all aspects of the Project.
- ❑ Develop, maintain and strengthen relations with other agencies working in the same geographical area.
- ❑ Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the Project and the reputation of Kemitraan.

F. Others

SUPERVISES:

- Project Officers;
- Grantee (Local NGOs);
- Communication Officer
- Finance & Grant Officer
- Project, Finance, & Administration Assistant
- Specialist Consultant under Project Manager

CLOSE COORDINATION WITH:

- Program Director
- Operation and Finance Director
- Strategic and Institutional Growth Director
- Finance Manager
- Procurement Officer
- Communication Specialist
- Monitoring, Evaluation and Learning unit

IV. Impact of Results

The key results of the assignment will give positive impacts for strategic programme implementation, including:

- Successful and more substantively accountable program implementation.
- Good communication and facilitation to key stakeholders that led to Kemitraan perceived as trusted working partner.
- Opportunities for developing and implementing longer term governance programmes under the cooperation between Kemitraan, related government

V. Competencies

Corporate Competencies:

- ❑ Serve and promote the vision, mission, values, and strategic goals of Kemitraan
- ❑ Plan, prioritize, and deliver tasks on time.
- ❑ Participate effectively in team based, information-sharing environment, collaborating and cooperating with others.

People Skills

- ❑ Sets clear performance goals and standards; execute responsibilities accordingly.
- ❑ Capacity and ability to initiate (when required) and maintain relationship with necessary stakeholders at the national, local, and grass-root level.

Result Orientation

- ❑ Plan and produce quality result to meet established goals.

Innovation and judgement

- ❑ Contribute creative, practical ideas and approaches to deal with challenging situations.
- ❑ Strives for quality client-centered services (internal/external).

Communication

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

VI. Recruitment Qualifications

Project Manager

Education:

Master degree or Bachelor degree with significant experience in related field to social sciences, environment, agriculture, forestry or related educational area with a good knowledge on social development issues, community development, GEDSI; has clear commitment to the governance reform; having a good network with NGOs, Academicians, and Government Agencies.

Experience:	Min 8 years experiences in program management, facilitation and participatory research; 3 years successful record in Project Management at middle to senior level; 2-3 years of specialized experience working with civil society organizations and/or advocacy efforts; good understanding in social inclusion, environment and climate change, GEDSI and poverty eradication. Experience in working with international institutions is a plus.
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