



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, strong programme management leadership within the Program Directorate is essential. The Senior Program ESG Manager is a strategic programme management role responsible for ensuring that programmes and projects within the environment, climate, sustainability, and ESG portfolio are effectively planned, coordinated, managed, and delivered with high standards of quality, accountability, and timeliness.

Under the guidance and supervision of the Program Director, the position provides end-to-end programme and portfolio management, including programme planning, implementation, quality assurance, performance management, budgeting and resource management, risk management, donor compliance, and stakeholder engagement. The role provides leadership and oversight to programme teams and PMUs, ensuring effective coordination, timely delivery, and alignment with KEMITRAAN's strategic priorities.

The Senior Program ESG Manager works closely with relevant internal functions and external stakeholders, including government, donors, development partners, private-sector partners, and civil society organizations, to strengthen programme delivery, partnerships, and impact. The position also contributes to resource mobilization, proposal development, strategic partnerships, and programme portfolio growth within the environment, climate, sustainability, and ESG landscape.

III. Key Results Expected
1. Programme Quality, Delivery and Performance Ensure effective planning, coordination, implementation, and quality assurance across the ESG programme portfolio, with robust monitoring, evaluation, learning, and performance management systems to ensure programmes deliver agreed outputs, outcomes, and strategic results. 2. Programme Management and Delivery Ensure effective end-to-end management of the programme portfolio, including planning, implementation, budgeting, resource allocation, operational coordination, risk and issue management, donor compliance, performance monitoring, and timely delivery of programme results across multiple projects and PMUs. 3. Programme Portfolio and Stakeholder Management Strengthen coordination and performance across multiple programmes, PMUs, and stakeholders, ensuring effective management of programme interdependencies, partnerships, communication, and strategic engagement with government, donors, development partners, CSOs, and the private sector. 4. Programme Growth, Resource Mobilization and Business Development Contribute to the growth and sustainability of the ESG programme portfolio through resource mobilization, fundraising, strategic partnership development, opportunity identification, and the development of high-quality concept notes, proposals, and programme designs aligned with KEMITRAAN's strategic priorities.
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.

❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ 4. 5.	- 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. - Support internal review and approval processes to ensure timely and quality submission of proposals. - Document lessons learned from proposal development processes to improve future efforts.
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IV. Impact of Results
The Senior Program ESG Manager directly influences the quality, performance, growth, and sustainability of KEMITRAAN's ESG programme portfolio by ensuring effective programme management, timely delivery, sound resource utilization, risk management, donor compliance, stakeholder engagement, and portfolio growth, while contributing to resource mobilization and strategic partnerships that strengthen KEMITRAAN's organizational sustainability and development impact.

V. Competencies
KEMITRAN Core 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: <u>Knowledge Management and Learning</u> ❑ 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 build 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 progressive experience in programme and portfolio management, including at least 7 years managing complex, multi-project and/or multi-donor programmes, preferably within the environment, climate, sustainability, or ESG space. ❑ Demonstrated experience managing multi-project, multi-sector and multi-donor programme portfolios with an aggregate value of at least USD 10 million. ❑ Proven track record of managing multiple concurrent programmes/projects across at least three thematic or sectoral areas, with demonstrated ability to manage interdependencies, priorities, resources, and delivery risks. ❑ Demonstrated experience providing leadership and oversight to multiple Project Management Units (PMUs), programme teams, or cross-functional teams simultaneously. ❑ Strong track record in programme planning and delivery, financial and budget management, risk and issue management, donor compliance, performance management, quality assurance, and results delivery. ❑ Proven ability to lead and manage complex multi-stakeholder relationships and strategic partnerships involving government, donors, development partners, CSOs, private-sector partners, and other relevant stakeholders. ❑ Demonstrated success in resource mobilization, fundraising, proposal development, business development, and programme

	portfolio growth, including identifying and converting new programme opportunities. ❑ Strong strategic, analytical, financial, and programme management leadership capabilities, with the ability to translate organizational strategy into well-managed programmes and measurable results. ❑ Excellent communication, negotiation, coordination, and stakeholder management skills, with the ability to operate effectively in a complex, multi-donor and multi-partner environment.
Language Requirements:	❑ Bahasa Indonesia – Professional Proficiency: Fluency in spoken and written Bahasa Indonesia, with the ability to lead discussions and negotiations, engage effectively with stakeholders, and prepare high-quality professional documents.. ❑ English –Professional Proficiency: Fluency in spoken and written English, with the ability to lead meetings and discussions, negotiate and engage with international donors and partners, and independently develop high-quality proposals, reports, presentations, and other programme documentation.

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