



The Asia Foundation

Improving Lives, Expanding Opportunities

POSITION INFORMATION

Position	: Program Officer
Project Name	: Environmental and Climate Actions
Location	: Jakarta
Job Type & duration of Contract	: Full-time staff, initial contract for a year with potential extension
Closing Date	: December 20, 2024

PROGRAM BACKGROUND

The Asia Foundation is implementing a program to improve land and forest governance in Indonesia and contribute to the global effort of climate action. The program improves local and national governance of land and forests in order to contribute to the Gol's goal of promoting sustainable low-carbon economic growth and greenhouse gas emissions reduction in Indonesia. Land and forest governance challenges at the local level include lack of transparency on key processes like permitting; poorly executed spatial planning; failure to comply with land and forest laws and regulations including green financing; ineffective mechanisms for handling complaints and disputes; collusion between local officials and business interests; lack of community consultation and participation; and lack of coordinated engagement among civil society groups. On the other hand, deforestation and land degradation occur in forest areas, including mangroves and peatlands, which have been adversely affected or damaged by land-based industrial activities, natural disasters, or illegal logging. Reform thus requires both supply-side inputs to stimulate better government processes and performance, and demand-side inputs to galvanize stakeholder participation in, oversight of, and claims for justice in the land and forest sector to contribute to the global agenda to climate mitigation. It also facilitates the efforts of forest-dependent people, including women and other vulnerable groups, to restore or rehabilitate degraded land, peatland and mangrove areas to improve and support the achievement of Indonesia's enhanced NDC. The program will issue sub-grants to CSOs at the national and sub-national levels to carry out program activities. The program will be implemented the program in over five provinces in Indonesia and is not limited to Aceh, Riau, West Kalimantan, South Sulawesi, East Kalimantan and Central Sulawesi.

SUMMARY OF JOB RESPONSIBILITIES

Based in Jakarta, the Program Officer provides direct management and implementation of three to four components of the program – access to forest and land management, policy reform including green financing and the rule of law and building local CSO capacity to achieve outcomes agenda. S/he is responsible for the day-to-day management of partner programs within these three to four components, in close cooperation with the other Program Officers within the unit, Program Assistants, and the Director of Environmental and Climate Actions. S/he is responsible for program development and conceptualization, implementation, and reporting, and will contribute to monitoring/evaluation in cooperation with the Monitoring and Evaluation Officer.

RELATIONSHIP

INTERNAL

- Regular contact and communicate with all Environmental and Climate Actions team member and TAF's Jakarta staffs.
- Maintain and develop communication and coordination.
- Support Environmental and Climate Actions, Program Director, and Deputy Program Director

- Contact with other program and theme staff in the Foundation's offices in the US and Asia as requested by Program Director or Deputy Program Director.

EXTERNAL

- Develop and maintain contacts with other local and international NGOs working on Environmental and Climate Actions issues in Indonesia, ensure coordination, and raise the profile of the Foundation's research activities.
- Maintain and develop relationships with existing donors and funding agencies.
- Develop working relationships with government agencies and local levels. Assist in developing and maintaining good public relations, especially with senior government officers.
- Represent the Asia Foundation at conferences, events, and donor coordination meetings as required. Public speaking and contributing to publications on our work may be required.

JOB FUNCTIONS

PROGRAM DEVELOPMENT & ADMINISTRATION

- Contributing to day-to-day management of the Foundation's Environmental and Climate Actions program --including liaising and providing input to partners, developing themes for new programs, monitoring program implementation, reviewing all modules, books, or other items for publication, providing technical assistance where necessary by serving as a facilitator, speaker, editor and such, for partner programs and products, and, along with the Director, representing the programs to donors.
- Work with existing and prospective grantees to develop program activities; determine project feasibility; monitor and facilitate programs; obtain timely and useful reports; critically evaluate outcomes; review incoming proposals, manage proposal tracking system, and work with local organizations to refine proposals and program designs.
- Prepare proposal review forms, letters of agreement, and budgets, and manage the process of developing a program from proposal to issuance of Letter of Grant (LG) to monitoring and reporting on the program to donors.
- Design and implement Environmental and Climate Actions program work plans and contribute to the development and implementation of Monitoring and Evaluation measures.
- Provide technical assistance as needed to local partners to develop work plans and M&E measures.
- If any, contribute to the design and implementation of the research component of the program, including selection of topics for research, design of key studies, technical support and training to research partners, supervision of research activities, analytical and write-up phases, and dissemination activities.
- Actively utilize the research outputs to improve program implementation, both within the Foundation and with program partners at the national and local levels.
- Prepare, along with other Environmental and Climate Actions team members, donor reports.
- Coordinate with other units as needed to facilitate cross-fertilization and internal networking.
- Provide annual and semi-report highlights and other information on Foundation programs.
- Assist the Director to manage all aspects of funding source financial management.
- Assist the Director to manage annual program budget, spending processes, and internal grant administration.

GENERAL

- As a key member of the program staff, participate in team meetings to contribute to ongoing program planning, problem-solving, and knowledge sharing.
- Contribute to the dissemination of program activities and research results.

- Assist Program Director and Deputy Program Director in monitoring important social, political, and economic developments in-country.
- Understand and comply with requirements placed on the Foundation by our donors.
- Other relevant tasks as required.

REQUIREMENT

EDUCATION

Advanced degree in environmental sciences, forestry, public policy, social sciences (international relations, political science, gender, sociology), development studies, or law.

EXPERIENCE:

- Minimum of eight years' work experience designing and implementing international development programs, with a strong background or specialization in governance and/or environmental issues.
- Experience in managing the Environmental and Climate Actions issues with applying thinking and working politically.
- Experience in project management and strategic grant-making.
- Experience in developing and conducting training programs or capacity-building programs.
- Knowledge of and experience with the Indonesian government system and agencies.
- Understanding of international or government funding agencies.
- Knowledge of Environmental and Climate Actions issues at the local context and national level in Indonesia
- Strong experience in forestry or spatial planning is preferred.
- Has good experience in working with Indonesia's CSO and building their capacity on Environmental and Climate Actions sector.
- Preferable to has experiences to engage with variance stakeholders in East Kalimantan and National

OTHER:

- Interest in the political-economy dimensions of Environmental and Climate Actions in Indonesia.
- Excellent verbal and written communication skills in both English and Bahasa Indonesia.
- Strong written and analytical skills.
- Competency with standard word processing and spreadsheet programs.
- Excellent interpersonal skills including the ability to maintain good relations with NGOs, government, donors, and colleagues.
- Professional organizational abilities.
- Good public speaker.
- Willingness to travel to remote regions across Indonesia.

HOW TO APPLY

Applicants should submit their application to id.hr@asiafoundation.org by **December 20, 2024, at 05:00 PM Jakarta time**. Please write "**PO EnCLA – your name**" in the subject of the e-mail. The application should include (i) a cover letter and (ii) a CV or Statement of Qualifications, which summarizes the applicant's suitability for the position based on the above qualification criteria.

ONLY SHORTLISTED CANDIDATE WILL BE CONTACTED

THE ASIA FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER. WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY.

