



JOB DESCRIPTION

POSITION TITLE	Ocean Program Coordinator (South Sumatera)
JOB TITLE	Conservation Practitioner VI
JOB FAMILY	Conservation
JOB NUMBER	450005
SALARY GRADE	6
DATE	Jul 2023

SUMMARY Yayasan Konservasi Alam Nusantara (YKAN) is a non-profit organization which was established in Indonesia in 2014. With the mission to protect lands and waters on which all life depends, YKAN provides innovative solutions for realizing harmony between nature and humans, through effective management, non-confrontational approaches, and building collaborative partnerships with all stakeholders for a sustainable Indonesia.

YOUR POSITION WITH US The Ocean Program Coordinator (South Sumatera) develops, manages, and advances conservation programs, plans and methods for large-scale geographic areas of Indonesia Ocean Program (IOP) in South Sumatera, including MERA and SECURE program in villages in Ogan Komering Ilir (OKI).

The Ocean Program Coordinator (South Sumatera) provides program management support to overall management, operation, and coordination, ensuring the smooth implementation of the components of the MERA and SECURE Program in Ogan Komering Ilir (OKI) – South Sumatra in accordance with the standards set by the organization. This position will ensure smooth, program implementation and reporting, including providing solutions to problems. The Ocean Program Coordinator (South Sumatera) supports MERA and SECURE teams in overseeing the development and implementation of different programs and projects in South Sumatera relating to provincial, district and particularly in OKI. S/he represents program meetings, as necessary.

Duties include:

ESSENTIAL FUNCTIONS

- Lead the implementation of MERA and SECURE Program in OKI, which includes data collection and assisting the implementation of studies or studies on mangrove ecology, implementation of mangrove restoration and implementation of YKAN SIGAP approach and communication programs.
- Coordinate with the village government (Desa Sungai Lumpur, Simpang Tiga Jaya dan Simpang Tiga Abadi), the OKI district government and the South Sumatra provincial government for the implementation of the MERA and SECURE program in OKI.
- Coordinate the implementation of the MERA and SECURE program in OKI, with related MERA team members and Coastal Resilience Strategy members and convey the progress of the program work plan, make monthly reports, and work closely with relevant senior/middle managers in dealing with slow progress or other problems, and assist program implementation by assigning team members on time.
- Coordinate and supervise the works of partners, consultants, and vendors for the implementation of MERA and SECURE programs in South Sumatera.
- Assist the Coastal Resilience and MERA teams in carrying out management responsibilities as needed, such as distributing workshop/seminar invitations to stakeholders, compiling speeches, helping to provide key presentation materials for meetings and conferences, conducting research on specific technical issues.
- Support in staff management, related to capacity development needs, and develop strategies to address them in collaboration with HR.
- Support the implementation of MERA program in other areas if needed.
- Support other Indonesia Oceans (IOP) activities under the guidance of the Coastal Resilience Senior Manager.

The Ocean Program Coordinator (South Sumatera) is based in Palembang, South Sumatra, and reports to the Coastal Resilience Senior Manager. This position supervises on-site project staff located in South Sumatra e.g., Aquaculture Coordinator.

- RESPONSIBILITIES & SCOPE**
- Manage multi-disciplinary administrative and professional staff, with responsibility for performance management, training, and career development.
 - May oversee and direct work of consultants, volunteers, or interns.
 - Gain cooperation from outside parties to accomplish program goals.
 - Financial responsibility may include working within/managing a budget to complete projects, negotiating, and contracting with vendors, assisting with budget development, and meeting fundraising targets.
 - Ensures program compliance with internal policies and external requirements.
 - Under minimal supervision, makes independent decisions based on analysis, experience and context as delegated by the supervisor.
 - May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
 - Coordinates multiple tasks or projects in a timely manner and with attention to detail.
 - YKAN may, from time to time, assign the Employee to another location(s) in accordance with the requirements of the Employee's job description and/or YKAN's operational needs. The Employee agrees to work in such other work location(s) in Indonesia.

- MINIMUM QUALIFICATIONS**
- BA/BS in forestry, environmental studies, natural resource management, community development and 5 years' experience in natural resource management, village mentoring or related field or equivalent combination of education and experience.
 - Experience negotiating complex agreements.
 - Supervisory experience.
 - Experience communicating with the public and/or media both in writing and verbally.
 - Experience using applications such as Microsoft Word, Excel, and Web Browsers.
 - Experience in training and curriculum design.
 - Excellent communication skills via written, spoken, and graphical means in English and Bahasa Indonesia.

- DESIRED QUALIFICATIONS**
- Familiarity with South Sumatra, Palembang, Ogan Komering Ilir and the 3 villages that will be assisted (Desa Sungai Lumpur, Simpang Tiga Jaya and Simpang Tiga Abadi)
 - Have a good network or partnership with the South Sumatra Provincial Government, Ogan Komering Ilir Regency Government, Universities, Media, and local NGOs.
 - Experience in data analysis.
 - Experience in project planning and management.
 - Bi-lingual skills and multi-cultural or cross-cultural experience appreciated.
 - Knowledge of marine spatial planning, conservation practice and conservation science.
 - Ability to explain conservation practices to technical and non-technical audiences.
 - Knowledge of current trends and practices in conservation, coastal and ocean management, and natural resource management.
 - Experience with principles of coastal and marine resources management.

ORGANIZATIONAL COMPETENCIES	Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
	Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
	Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
	Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
	Drives for Results	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
	Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholders. Actively seeks to build and retain a diverse workforce and

Systems
Leadership

fosters an equitable inclusive workplace by drawing upon diverse perspectives.

Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.