

JOB DESCRIPTION

POSITION TITLE	SIGAP and Village Livelihood Specialist
JOB TITLE	Program Director I
JOB FAMILY	Conservation
JOB NUMBER	250005
SALARY GRADE	7
DATE	July 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 SIGAP and Village Livelihood Specialist oversees all aspects of the SIGAP and Village Livelihood Program across YKAN sites. This position provides programmatic support and leadership for developing and implementing this strategy and implements overall priorities for the strategy in line with the Indonesia and Global Oceans Strategy. The priority for the SIGAP and Village Livelihood Program is to support the strategy, best practice, and replication of SIGAP and support the capacity of village financial institution (such as BUMDes).

The SIGAP and Village Livelihood Specialist develops SIGAP concept and strategies in coastal areas, its implementation and replication. This position develops and implements key partnerships with public and private organizations, in collaboration with the Indonesia Oceans Team and Global Oceans Teams, the corporate engagement team, marketing and communication team, and field offices. They, negotiating complex and innovative solutions to implement SIGAP and village livelihood that conserve and protect ocean ecosystems and flagship species' habitats.

Duties include:

- ESSENTIAL FUNCTIONS**
- Developing and implementing YKAN IOP program strategy across YKAN sites.
 - Replicate SIGAP strategy across villages within YKAN sites.
 - Responsible for SIGAP evaluation, monitoring, lesson learned.
 - Developing sustainable livelihood and strengthening capacity of local community groups and BUMDes in implementing sustainable livelihood.
 - Responsible for SIGAP and sustainable livelihood database.
 - Developing the annual work plans, budgets, and progress reports, monthly report, ensuring all donor reporting in completed in a timely manner and ensuring dashboard report of SIGAP and Village Livelihood Program available on regular basis and on time.
 - Ensuring every work plan can be executed by responsible staff through coordination and good teamwork.
 - Co-write proposals for funding and support fundraising efforts as appropriate.
 - Explores and establishes partnerships with public, government, private and NGO sector organizations to advance the strategy objectives.
 - Ensuring the community-based sustainable livelihoods and BUMDes can access market and micro finance.
 - Under the guidance of Sustainable Practices Sr Manager, provides in a timely manner project reports and media and communication materials.
 - Takes lead in coordination with relevant YKAN staff across sites in relation to SIGAP and sustainable livelihood implementation at village, district, and regency level.

The SIGAP and Village Livelihood Specialist will report directly to the Sustainable Practices Sr. Manager and is based in Jakarta office.

RESPONSIBILITIES & SCOPE

- Geographic size and scope is larger than a preserve and smaller than a business unit or overseeing one or more components of the conservation function for an entire business unit
- Programmatic scope may require cross-boundary work and relationships
- May be responsible for leading or co-leading a whole system program
- Leads and manages team or project to support and improve conservation efforts
- Manage multi-disciplinary administrative and professional staff, with responsibility for performance management, training, and career development. Establish clear directions and set stretch objectives
- Establish and maintain optimal standards of performance for the department or program while controlling costs and administering budgets
- Responsible for ensuring that public and private funds are raised to meet program needs
- Builds cooperation from outside parties to accomplish program goals
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances
- Frequently makes independent decision based on analysis, experience, and context
- 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 degree with 5 years' experience in community development and resources-based sustainable livelihood or equivalent combination of education and experience
- Demonstrated experience in community development, marine based sustainable livelihood, and policy
- Experience managing complex or multiple projects, including staffing, workloads, and finances under deadlines
- Supervisory experience, including motivating, leading, setting objectives, and managing performance
- Experience in partnership development with non-profit partners, community groups and/or government agencies
- Communications experience including presenting to community leaders, government officials, or related; and working in partnership with other organizations
- Experience negotiating
- Demonstrated experience in MS Office, MS Word, and Excel. May require database management skills with ability to produce reports
- Professional fluency in Indonesian and English

DESIRED QUALIFICATIONS

- Bilingual and multi-cultural or cross-cultural experience appreciated.
- 5 - 7 years' experience in coastal and marine resources management, community development, marine based sustainable livelihood, BUMDes development, and policy is an advantage
- Demonstrated experience influencing, developing, and implementing conservation policy and plans
- Demonstrated experience in collaboration with government agencies, private sectors, and investors
- Knowledge of current trends and practices in relevant discipline(s) and regions
- Communicating clearly via written, spoken, and graphical means in English and other relevant languages
- Politically savvy and experienced in partnership development (partners, industry, community, government)
- Experience managing or knowledge of capacity building and training programs
- Experience working with coastal/remote communities in Indonesia

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 fosters an equitable inclusive workplace by drawing upon diverse perspectives.

Systems Leadership

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.