

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Jakarta**:

NBCAP Secretariat Administrator

(Code: NBCAP-SA)

Yayasan Konservasi Indonesia (KI), the main partner of Conservation International (CI) in Indonesia, envisions a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

The Blue Carbon Action Partnership (BCAP) was launched at the Our Ocean Conference in March 2023 to scale blue carbon benefits through coordinated action to unlock finance, strengthen science and empower local communities. BCAP is supporting national governments in achieving their blue carbon ambitions and coordinating, communicating and connecting global stakeholders in blue carbon ecosystems at a global and national scale. The first National BCAP (NBCAP) is in Indonesia, following the establishment of a partnership with Indonesia at the World Economic Forum's Annual Meeting in Davos in January 2023, reinforced at UNFCCC COP 28 in Dubai in December 2023. NBCAP secretariat is developed to share the goals of the NBCAP and to host the operation, manage and coordinate, support the development and overseeing the delivery of the NBCAP

KI will hire a National Blue Carbon Action Partnership Secretariat Administrator who will support in organizing NBCAP governance and operationalization. This position will provide support to the NBCAP secretariat lead in organizing NBCAP stakeholder meetings and dissemination activities, develop minutes and report of the meeting, hire consultants and vendors as needed (following Forum procurement policy), and develop communication materials of the NBCAP. S/he will be responsible for handling administrative, operation and communication work of the secretariat and work collaboratively with team members with guidance from the NBCAP secretariat Manager, Policy Senior Manager and Blue carbon Senior Manager.

KEY RESPONSIBILITIES

- In coordination with KI' Operations team, support with logistics (flights for experts to project sites, per diems, transport, office support facilities, and any support required for the organization of seminar/ workshops/ training and procurement of studies/surveys/reports).
- In coordination with KI' Finance team, prepare timesheets, invoices, and expenses in line with the procedures in the Project handbook.
- Review consultant documents (workplan, methodologies and reports) and lead internal coordination for feedbacks,
- In coordination with KI Communications team, develop communication materials of NBCAP and Work with NBCAP steering committee and KI's communication team on program communication materials and plans
- Support the manager in building effective coordination and communication with partners
- Support and contribute to the preparation of reporting summaries and project narratives.
- Work closely with KI's other Managers, advisors, and field team in regions
- Manage partners which may include hiring and managing subcontractors, and other non-KI project personnel.
- Represent NBCAP in any events relevant to the forum.
- Perform related duties as assigned.



QUALIFICATIONS

- Bachelor's degree in marine, Fisheries with 5 years or more related experience. Advanced degree preferred.
- Direct project management experience preferably in Coastal Area conservation, mangrove restoration, sea grass conservation and restoration, climate change, other relevant topics
- Experience working in serving/managing multistakeholder forum
- Up to 5 years of experience managing and motivating teams.
- Demonstrated ability to establish effective working relationships and partnerships across cultures and organizations.
- Ability to diagnose problems and identify solutions.
- Strong written communication skills. Proficient in written and spoken English preferred.
- Ability to work well under pressure, multitask, set priorities, and deliver quality results.

WORKING CONDITIONS

- This position will be based in Jakarta with Periodic travel to the project site and other relevant locations.
- Ability to work outside the normal work schedule to meet project deadlines.

Please send your current resume and cover letter (no more than 4 pages) to:
indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:
< **NBCAP-SA** > - < **your name** >

Closing date for the application is **May 3, 2024**
(Only short-listed candidates will be notified).