

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**:

National Blue Carbon Action Partnership Secretariat Manager

(Code: NBCAP-M)

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 will be 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 Manager who will offer expertise in organize NBCAP governance and NBCAP stakeholder meetings, represent NBCAP at events, oversee the delivery of analysis work and roadmaps, hire consultants and vendors as needed (following Forum procurement policy), and support communication about the NBCAP. S/he will be responsible for day-to-day coordination with coordinating ministry of Maritime, other staff in KI and other relevant stakeholders (government and non-government partners) to ensure the implementation of the project. S/he will handle in-country project coordination tasks and lead the implementation of project activities and work collaboratively with team members with guidance from the Blue carbon Senior Manager, Ocean Program Director, Policy Senior Director and Program Senior Director..

KEY RESPONSIBILITIES

- Handle in-country project coordination tasks and ensure effective communication between KI, WEF and government of Indonesia
- Lead the implementation of project activities and engage/consult with relevant stakeholders.
- Prepare and regularly monitor project workplan in collaboration with M&E team
- Prepare donor and technical reports and summary of progress of activities for the Quarterly Progress Report.
- Ensure key government partners and others are engaged, coordinated, and consulted on progress of the project in coordination with WEF. Ensure minutes are kept for each meeting undertaken to be shared with project stakeholders.
- Lead coordination with stakeholders to obtain their participation in the meetings for adequate data collection and analysis process.
- Review documents (workplan, methodologies and reports) and lead internal coordination for feedback.
- Represent Indonesia NBCAP and ensure effective communications and information sharing between all partners and stakeholders about NBCAP and the project.



- Work with NBCAP secretariat administration, CMMI and KI's communication team on the project's communication materials and plans
- Work closely with NBCAP steering committee, and KI's Senior Management Team.
- Manage the NBCAP secretariat administration, their inputs and deliverables. Ensure the team understand and undertake assignments to a high standard.
- Lead hiring and managing subcontractors.
- Involve in fundraising for ensuring sustainability and long-term impact of the project.
- Perform related duties as assigned.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

- Act as a technical or subject matter expert to peers and other staff.
- Responsible for managing some public or private funds, monitoring results, and recommending follow-up action. Reviews for understanding and compliance with donor agreements.

QUALIFICATIONS

- Master degree in integrated coastal management, political science, law, or related field. Advanced degree preferred.
- Must have at least 7 years of experience working on coastal and marine management programs in Indonesia.
- Strong technical understanding of climate mitigation and adaptation, disaster risk reduction, risk transfer concepts, approaches and tools related to coastal management, fisheries, tourism and finance.
- Have collaborative experience in projects of multilateral and bilateral institutions and multi-sectoral programs involving private sector and non-government organizations, civil society organizations.
- Direct project management experience (including planning and budgeting) preferably in conservation, fisheries management, climate change, other relevant topics.
- Come up with policy and institutional innovations to build partnerships with national governments, national and local stakeholders including private sector and civil society.
- Liaison, engage, ensure regular communications and maintain excellent relations with project partners and implementing agencies.
- Up to 5 years of experience supervising others and managing and motivating multi-cultural teams.
- Strong written communication skills. Proficient in written and spoken English.
- Ability to work well under pressure, multitask, set priorities, and deliver quality results.

WORKING CONDITIONS

- Travel to the national and international events
- Working with different stakeholders.
- 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-M** > - < **your name** >

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