



PROJECT COORDINATOR (IDo86)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

FFI's Indonesia Programme

Fauna & Flora International (FFI) is an international NGO established over 100 years ago. FFI acts to conserve threatened species and ecosystems worldwide and has been working in Indonesia since 1996, operating field offices in eight provinces. Under the Memorandum of Understanding (MoU) with the Indonesian Ministry of Environment and Forestry (MoEF), FFI has been partnering with government agencies, local NGOs, civil society organizations, local communities, and private sector companies to deliver conservation goals in Indonesia.

FFI's innovative approach has catalysed change through a number of flagship programmes in Indonesia, including the community ranger initiative which has transformed former combatants, wildlife poachers and loggers into champions of the environment. We are also pioneering sustainable financing mechanisms to support communities through our innovative approach.

Tanah Papua Programme

The ongoing project in West Papua includes two Crown Jewel land and seascapes: 1) Tamberau mountains which feature extensive, primary tropical forests and an adjacent seascape with coral reefs and turtle nesting beaches, and 2) Raja Ampat archipelago (specifically Waigeo, Misool and Kofiau islands), whose karst ecosystems, coral reef and seagrass areas contain abundant biodiversity and hold significance in local communities' customs.

Species of global concern in those areas include Western-long-backed Echidna (CR); Grizzled tree-kangaroos (VU); Waigeo brushturkey (EN); Indo-pacific humpback dolphin (VU); Dugong (VU); Hawksbill (CR), Green (EN) and Leatherback (VU) sea turtles; and CITES-listed parrots and birds of paradise.

The project addresses the current need to build management and operational capacity and foster new means of community participation in conservation area management, enabled by effective planning and policy, to ensure West Papua's terrestrial and marine biodiversity survives and thrives. The Provincial Government has identified this need as a priority, and the project's livelihood approaches and aims have been identified in consultation with local communities. The project approach is underpinned by evidence amassed by FFI and government partners that describes the land/seascapes' biodiversity values and extent of threats; learning in implementing integrated Ridge-to-Reef and sustainable livelihoods approaches as existing, positive relationships between FFI and government partners and communities.

The Opportunity

We seek a **Project Coordinator** who is ready for their next challenge, leading Tambrau Land Project, including project implementation, Monitoring & Evaluation, leading the Tambrau district-level team, and reporting to achieve the program objectives. Based in Tambrau, the role also offers an opportunity to learn and develop a career in an exciting and rewarding environment. In return, FFI Indonesia offers an attractive range of benefits, as well as opportunities to learn and develop your career in an exciting and rewarding environment.

Terms and Conditions

Start Date	: As soon as possible
Duration of Contract	: 2 (two) years contract with possible extension
Probation Period	: n/a
Salary	: Negotiable based on experience
Location	: Tambrau, West Papua
Benefits	: 20 days leave per annum Time off in lieu (TOIL) Social Security Agency (BPJS) Religious Holiday Allowance/ THR
Hours of Work	: Full time working hours are Monday to Friday from 9.00am to 6.00pm, with a one-hour lunch break. These hours may be varied in agreement with the Line Manager.

Job Description

Job Title	: Project Coordinator
Reporting to	: TBC
Key Relationships	: Darwin Extra Coordinator West Papua Programme Team Tambrau Programme Team Head of Team Biodiversity Conservation and Climate Senior Advisor
Purpose	: To lead the Ridge to Reef Conservation in West Papua project, especially in Tambrau's biodiverse land (Crown Jewel of Tanah Papua) in achieving the overall project's outcome

Specific Duties

1. Tamberau Land Project's Implementation

- Build strong and collaborative relationships with project teams. Provide oversight, direction, and ensure coordination of project teams to implement annual work plans and deliver high impact results. Ensure that all activities are being executed.
- Develop full working knowledge of the project, specific responsibilities, project progress, challenges, and accomplishments based on a review of previous project documents.
- Develop Project Plan and consultation with the West Papua wider team, assigning roles and responsibilities against the activities of the project.
- Ensure those project activities follow norms and standards of donor and organization and according to available budget lines and limitations.
- Responsible for planning, program design, and ensuring its proper implementation at the field level.
- Responsible for overall supervision of the Tamberau Land project activities.
- Responsible for all operations-related activities at the Tamberau District level.
- Design and executes project work plans to meet the goals and objective of the project.
- To develop linkages with other key players working in the Tamberau Land.
- Ensure good coordination with all stakeholders and the local community.

2. Project Monitoring & Evaluation

- Share the progress of ongoing activities of the project and future plans in line with the project plan with the line manager with the necessary support, if any.
- Keep West Papua Programme Manager in a loop while taking any decision.
- Hold regular status meetings together with the West Papua team.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Identify key programmatic and management issues, engage the West Papua team and senior staff, and develop sound responses and positions.
- Facilitate team planning and assessment meetings to assure sound integration across work streams and achieve cross-learning.

3. Coordination with Tamberau District-level Team

- Provide technical support to all Tamberau officers.
- To provide day-to-day guidance to Tamberau officers.
- Identifies resources needed and assigns Tamberau officers responsibilities.
- Sharing of communication checklist with the Tamberau officers and follow-ups for ensuring its implementation in the field activities.
- Guide the field level activities and facilitate Tamberau officers for implementation and issues resolution.
- Monitor and assess implementation progress, identify barriers and constraints, and work collaboratively with teams to devise solutions.
- Assess the Tamberau officer's capacity to perform their duties efficiently and identify the areas for improvement.

4. Reporting

- Responsible for submitting activity reports regularly to the line manager.
- Responsible for submitting a quarterly and annually project-site report to the line manager to be compiled with the broader project donor report.

5. Support West Papua Programme

- Carry out and support conservation activities under the coordination of the West Papua Programme Manager.
- Carry out cross-cutting activities in the West Papua office.

Other duties : Undertake other activities that fall within FFI's strategy and plans as requested by Line Manager, Programme Manager, and Country Director commensurate with skills, experience and role.

Person Specification

	Essential	Desirable
Education and Language	• Bachelor degree in social science or a environment-related discipline with a proven track record in conservation area. • Good communication in English.	• Master degree in social science or environment-related discipline. • Spoken ability in local language(s) is an advantage.
Skills, Knowledge and experience	• Proven field work experience minimum 7 years in conservation project management in a development context. • Good understanding of the current conservation context and the governmental structure in Tambrauw District. • Experience in developing and maintaining partnerships with government counterparts, donors, and NGO partners. • Proven people skills, especially of working in multi-cultural environments and with local ethnic groups.	• Experience working for West Papua conservation. • Experience on conservation area designation will be considered as an asset. • Experience on sustainable financing mechanism will be considered as an asset. • Experience in using basic project planning tools.
Behavioural Qualities	• Impact-focused • Lead team effectively and shows mentoring as well as conflict resolution skills. • Consistently approach work with energy and a positive, constructive attitude.	• Interest in indigenous cultures and customary resource management.

	• Demonstrate openness to change and ability to manage complexities. • Remain calm and in control under pressure. • Communication and networking. • Excellent oral communications skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors. • Demonstrate good oral and written communication skills. • Writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings to prepare quality project reports.	
Other	• Commitment to FFI's mission and values. • Cultural sensitivity and valuing diversity.	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to indonesia@fauna-flora.org

Please mark your application '**Project Coordinator_ID086**'.

The closing date for applications is 15 October 2022 Interviews are likely to be held during the week commencing 26 October 2022. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Dewi Kurnia, HR & Admin Manager, FFI, on Tel: 021-2276-4295 or Email: dewi.kurnia@fauna-flora.org

FFI values diversity and is committed to equality of opportunity