

Conservation Strategy Fund (CSF) Indonesia

Title of Assignment: Program Officer

Reporting To: Country Director, Program Coordinator

Duty Station: Jakarta

Background

CSF Indonesia is a small civil society organization and is now expanding its portfolio of marine and terrestrial programs. The CSF office in Indonesia is seeking support for program implementation. The Program Officer will lead the implementation of CSF training program, and provide program support and assistance. This position will report to the Indonesia Country Director and Program Coordinator and will be based in Jakarta.

Responsibilities

The Program Officer will work with the Director and Program Coordinator in Indonesia and coordinate with the US program team to ensure that CSF is achieving its target and objectives in program implementation. Responsibilities include:

- Lead the preparation, strategic development, and implementation of CSF Indonesia's growing training and capacity building program, in coordination with CSF Training Director and Training Manager.
- Under the supervision of Indonesia Director and Program Coordinator, assist day to day implementation in the marine and terrestrial program.
- Assist implementation of CSF activities including programs in the marine and terrestrial portfolio and in the training portfolio.
- Coordinate with the Admin/Finance officer as well as our field consultants on travel plans, logistics and preparation for upcoming activities.
- Prepare activities report.
- Prepare and conduct monitoring and evaluation for ongoing project and activities.
- Establish and maintain communication and network with our partners and stakeholders.
- Take part in CSF Indonesia organizational activities including proposal development and strategic planning.
- Take notes and minutes of meeting.
- Keep record of activity related documents such as reports, progress updates, photos, contacts, and written and unwritten communications.
- Take part in writing project reports, analysis, and writing of academic publications.
- Perform general program support.

Duration and Phasing

The duration of the assignment will be from January 2018 to December 2019, with a three months' probation period.

Skills and Qualifications

- Minimum of five years of experience in project implementation, monitoring and evaluation, preferably working with civil society organizations (CSOs).
- Master's degree in marine, fishery, forestry, economics, or other environmental and development related subjects.
- Fluent in English both spoken and written.
- Highly motivated and willing to learn.
- Able to work in a multicultural environment.
- Organized, flexible, detail oriented, and efficient.
- Excellent interpersonal skills and positive attitude.

Submission of application

Applications should be submitted to indonesia@conservation-strategy.org by December 22, 2017. Only shortlisted candidate will be notified.