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 Tapanuli Selatan:

**Program Administration and Outreach Officer**

*(Code: PAO-O)*

Konservasi Indonesia (KI) is seeking a qualified and motivated individual as Program Administration and Outreach to support field activities in the South Tapanuli office, focusing on program administration and informing KI programs to local government officials in Tapanuli Selatan, relevant departments, the private sector, local institutions, and other partners. S/he will collaborate closely with the Field Program Manager in managing program administration tasks, such as preparing work program proposals for donors and progress reports for each donor. This includes gathering field staff reports, compiling monthly reports, tracking the achievement of program indicators, and coordinating with the M&E team at the Jakarta office. This position will also collaborate with the Sundaland communication team in providing communication materials, such as compelling field stories, and other communication activities.

This position will report to the Field Program Manager. This position will work closely with other teams in the field office and KI staff in Medan and Jakarta Office. This position does not supervise staff. Duties are performed under general supervision.

**KEY RESPONSIBILITIES**

- Working closely with the Field Program Manager to provide administrative, research, and project support such as donor proposal preparation, track staff’s workplan implementation, compile monthly staff reports and collaborate with program staff to input and update the database. Collaborate with the M&E team, supporting database management to produce the necessary data to track project progress, assess impacts, evaluate project hypotheses, and provide reporting information.
- Assisting in taking notes during internal and external meetings. Assisting in preparing presentations for team meetings and external workshops, including presentations to community groups, government agencies, or private sector partners.
- Assisting in compiling documentation for donor reporting, both on a semester and annual basis. Assisting in creating program progress reports for external parties (government, partners) on a semester basis
- Supporting in building good relationships and advocating with the Tapanuli Selatan Regional Government as well as with the media, private sector, Foksbi, CSL (multi-forum platform), NGOs, collaborating with the Program Manager in managing MOUs, PKS, and RKTs
- Support overall program communication in the field with Sundaland Communication and Outreach Coordinator and coordinate in providing assets (photos, videos, information) and field stories
- Supporting and organizing events such as meetings with the Regional Government, private sector, county-level training, and workshops

**QUALIFICATIONS**

- Bachelor’s degree preferred in social science, forestry, landscape or natural resources management related science with
- At least 2 years of experience in forestry and sustainable development, preferably in Sumatra.
- Understanding forestry, outreach, and development issues at regional level.
• Ability to work and communicate effectively in cross-cultural situations with a wide range of people in both the public.
• Flair for diplomacy; negotiation, mediation, conflict resolution, negotiating, develop networking and facilitation skills at all levels.
• Proven record of success as part of interdisciplinary conservation project teams and self-motivated with the drive and determination to succeed and well-developed interpersonal and team working.
• Willingness to travel and work long hours, occasionally to remote areas and working on weekends or after hours if needed.
• Good writing, reporting and communication skills in Bahasa Indonesia and English (preferably)
• Computer literacy with experience in electronic communications (i.e. E-mail, Internet, etc.) as a user including a proficiency in Microsoft Word, Excel, PowerPoint.

ADDITIONAL QUALIFICATIONS
• Demonstrated and proven commitment to protection and conservation of natural resources.
• Demonstrated and proven ability to produce tangible results, prioritize tasks and develop timelines for project completion work independently, ability to complete tasks in a timely fashion, defining goals and deliverables, and delivering products.
• Ability contribute to the efficient and effective operation of the project and to positively influence the team work and to adapt to changes in work load and positively influence the project team and able to work under pressure and with multiple deadlines.

WORKING CONDITIONS
• Ability to work an irregular schedule including weekends, travel extensively and on short notice, when required.
• Ability to work in a remote location for periods of time, when required
• Work requires only minor physical exertion and/or physical strain.

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:
< PAO-O > - < your name >

Closing date for the application is Dec 26, 2023
(Only short-listed candidates will be notified).