

We are Hiring

Director of Programme and Advocacy

About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity.

CARE Indonesia missions aim to be humanitarian and development actors that build community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the community's aspirations and interests with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

● Job Objective/Summary

Reporting to the CEO and as a member of YCP's Senior Management Team, this position's objectives are:

- To provide strategic leadership in integration, representation, and operational management to YCP's programme in line with the YCP organizational strategy and goals and contribute to YCP's effectiveness and impact achievement.
- Working across functional teams and the wider CARE Confederation and coalitions to spearhead YCP's campaign strategy, advocacy work, and fundraising in the priority areas.

This position will be based in Jakarta.

- **Duties and Responsibilities**

- 1. Strategic thinking and representation**

- Support the CEO in providing overall strategic and technical leadership in the design, development, planning, budgeting, and implementation of the Programme Strategy, which aligns with the organization's strategic objectives.
- Lead program integration, particularly fostering and cementing the humanitarian, gender, environmental, and development nexus and creating a program approach and team culture to sharpen the impact of YCP's work.
- Provided thought leadership internally in YCP and within the CARE confederation, including contributing to the dialogue and shaping CARE's presence in Asia Pacific and globally.
- Keeping abreast of the most recent trends and developments on development issues at the national, regional, and global levels relevant to YCP's work and presence.

- 2. Portfolio growth and oversight**

- Initiate, coordinate, and lead YCP's programming, ensuring it delivers on the Programme Strategy objectives, champions the innovative working methods envisioned in YCP's Business Plan, and develops new project initiatives.
- Working closely with the Portfolio Design and Business Development Manager, identify funding opportunities to ensure the growth and sustainability of YCP's program portfolio.
- This would include jointly establishing internal systems and processes for overseeing and supervising business intelligence gathering and proposal development systems and processes and introducing new systems as needed, including new tools and guidance.
- Leads and oversees proposal development with relevant team members, including managing early capture preparation activities and assisting in identifying, developing, and implementing bids and quality control of proposals.
- Serves as a crucial player in the organization's business development to ensure focused and proper execution of business development strategic goals.
- Participate fully in the annual budget process, leading the program budgeting process and providing ongoing oversight and management of program budgets.
- Lead day-to-day management and oversight of YCP's program portfolio, provide strategic support to the program team on the development and execution of the portfolio, and cross-cutting initiatives to ensure sound coordination, risk management, and quality delivery with demonstrable impact.
- Ensuring appropriate program management and monitoring and evaluation framework are in place, incorporating CARE International MEAL framework as required.
- Develop, implement, and embed a knowledge management system that will ensure knowledge sharing across the program in YCP and with the broader CARE Confederation.

- Develop and implement a system to evaluate all staff's skills, experience, and professional development needs.

3. Advocacy

- Identify key messages under the priority areas and develop the advocacy and campaign strategy in collaboration with the Branding and Public Relations Sr. Manager.
- Develop advocacy work plans and supervise staff and volunteers in advancing the priority issues that the organization supports.
- Identify and engage with strategic partners to carry out YCP's advocacy work, including collaboration with coalitions and relevant social movements.

4. Stakeholder engagement and representation

- Manage YCP's relationships with various stakeholders both in and out of the country. This includes participating in Confederation-wide and regional initiatives.
- Updates knowledge of development partners' activities with the objective of alignment and partnerships and maintaining these relationships.
- Represent YCP in key external platforms and forums as appropriate.

Requirements

1. Education, experience, and technical competencies

- Master's degree in international development, social sciences, economics, or a closely related field or an equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities;
- A minimum of 15 years of experience in development assistance or international development. Experience working with donor agencies or international agencies/NGOs is an advantage.
- Highly organized with a proven ability to effectively and thoroughly manage projects with many moving parts to produce high-quality results.
- Experience in leading or authoring proposals and/or knowledge of international competitive bidding.
- Strong analytical and conceptual skills.
- Well-versed in Indonesian government laws and regulations and familiarity with relevant institutions related to development assistance and general operations matters.
- Proven experience in team supervision or personnel management.
- Demonstrate excellent command of English and Indonesian, both written and spoken are essential.

2. Personal attributes & competencies

- Possess leadership qualities.
- Ability to multi-task and work well under time constraints, including capability to be flexible to respond to changing requirements.
- Committed to fostering respectful, collaborative, learning and empowering work culture.
- Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation.
- Commitment to Gender Equality and Inclusion Policy, Awareness Protection on Fraud and Corruption Policy.
- Commitment to Protection from Safeguarding Policy: Sexual Exploitation, Abuse and Child Abuse.

HOW TO APPLY

YCP is an equal opportunity employer, and we offer a collegial working environment and a competitive salary and benefits package.

Applicants are invited to send a cover letter illustrating their suitability for the above position and a detailed curriculum vitae with the names and addresses of 4 (four) referees/direct supervisors (including telephone and email addresses).

Please submit your applications with the subject **# the position applied_Your name #** to : ycp_recruitment@careind.or.id -- **at the latest by 24-September-2024.**

**All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.
