

We are Hiring

PROJECT COORDINATOR

Project Location in Sukabumi and Purwakarta, West Java

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).

ABOUT the Project

Indonesia is one of the most important garment and textile producers in the world and has a 2.4 percent share of the global market, which makes it ranked sixth in the world's suppliers. With the contributing to the achievement of the national economy, the garment industry is highly dependent on women workers.

However, women workers often experience sexual harassment during recruitment and in the workplace, and they are discriminated against in terms of pay, working conditions, benefits (including maternity protection and threats of dismissal for disclosing pregnancy status), and promotions.

In ensuring the issues to be delivered, YCP initiated a model namely Empowerment, Knowledge and Transformative Action (EKATA) among women in communities and garment workers in the region. This led to establishment of many EKATA groups at village level.

In November 2020, the EKATA groups established an association of EKATAs and called JEKATA or simply EKATA network.

In effort to minimize gender inequality at both the community and workplace, CARE Canada and the Yayasan CARE Peduli (YCP) supported by Lulu Lemon for the Phase 2 Striving for Women's Rights (SWIR) for one year (2025 – 2026) for two locations in Sukabumi and Purwakarta. The goals of the project are: 1) improving gender equality practices and GBV policies in Lululemon supply chain companies in Indonesia by using gender-responsive due diligence approach; and 2) strengthening JEKATA organization as a grassroots platform committed to build women's capacity to voice and fight for women's equality, protection, dignity and human rights.

For the planning and implementation phase, YCP intends to engage a Project Coordinator that will be based in Jakarta and responsible to support the deliverables associated with the women at the community and workplace in garment industry in both Sukabumi and Purwakarta.

Job Objective/Summary

The Project Coordinator shall be responsible to ensure appropriate quality, capacity building, and oversight over the women empowerment and gender element in the project. This program is managed to achieve **1)** gender equality practices and GBV policies in Lululemon supply chain companies; and **2)** strengthening a grassroots platform to build women's capacity to voice and fight for women's equality, protection, dignity and human rights.

Duties and Responsibilities

1. Project Management including Project Planning of the Women Empowerment and Gender-Related Activities

- a. Coordinate factory management, local government, partners and other related stakeholders pertaining to women empowerment and gender projects.
- b. Responsible for work plan and implementation plans.
- c. Develop reports on program activities including weekly updates, monthly reports, success stories, and other required reports by YCP and donor.
- d. Review the Project files held by the Headquarters and ensure that copies of the above documents are readily available.
- e. S/he should also establish, as required, Project working files.
- f. Establish and implement Project monitoring and evaluation systems in order to provide regular information on progress towards objectives and assess the impact of the Project.
- g. In coordination and collaboration with MEAL person, review existing project outputs and indicators so as to ensure that they are appropriate and realistic, and if required suggest changes to line management.
- h. Other assignments as required by Direct Supervisor and Management related to the issues.

2. Technical Lead of the Project Implementation of the Women Empowerment and Gender-Related Activities

- a. Ensure that gender considerations Human Rights Due Diligence and Gender-Responsive Due Diligence are factored into needs assessments, data collection and programme implementation by developing required tools, indicators and review processes.
- b. Coordinate with the relevant stakeholders to develop/expand a training material for gender equality, communication and leadership for women/Knowledge, skills and leadership enhancement.
- c. Coordinate and collaborate with the Family Support Team and/or Focal Point/Paralegal for the capacity building to strengthen the competency in GBV prevention and case referral and reporting.
- d. Conduct training on gender-based violence prevention include FGDs with community leaders and male to enhance gender equality awareness.
- e. Ensure the active participation of Women's planning meeting for Musrenbangdes input.
- f. Ensure YCP's gender tools, including the Gender Marker, are understand by staff and partners and tracked in gender equality practices and GBV policies project.
- g. Support project managers with design of gender component of the ongoing project in ensuring that the implementation is in line with Gender strategy.
- h. Engage in advocacy activities that promote YCP's approach to gender mainstreaming and integration across project.
- i. Provide timely technical support to project managers in writing reports to donors and submitting other regular technical reports as required.
- j. Contribute to the development of indicators for measuring cross-cutting gender activities for the cross-border program and participating in assessments [baseline data, annual review, and evaluation impact by the end of the project.
- k. Contribute to the PSEA sensitive feedback and accountability mechanisms for YCP and partners.
- l. Support community-based reviews to measure the success of interventions.
- m. Document and disseminate best practices and lessons learned.

3. Build and maintain the network with relevant stakeholder

- a. Conduct any other duties as required by YCP that may reasonably be assigned related to position's function. Tasks may expand or be adjusted in accordance to the real needs in the field.
- b. Represent YCP by attending and contributing to specific events related to the Gender agenda, women's empowerment and development.
- c. Maintain contact with appropriate stakeholders (particularly women's NGOs/CSOs) and strengthen partnership with local and national government institutions.
- d. Disseminate and share IEC materials particularly in promoting gender equality and equity for all.
- e. Willing to join with the Emergency Response Team (ERT) in accordance with experience and competence and is ready to be assigned to the disaster site in accordance with the existing needs.

Requirements

1. Education, experience and technical competencies

- a. Master or Bachelor Degree in Gender studies, Development, Social Science or another relevant field.
- b. At least 7 (seven) years (for Bachelor graduated) or 5 (five) years (for Master graduated) of experience working as a development/humanitarian professional with NGOs or other civil society organizations as a gender specialist, advisor or focal point in an NGO or other civil society organization, with demonstrated experience in gender analysis, gender integration and/or gender-based violence.
- c. Minimum one year of experience working in gender in emergencies.
- d. Demonstrate excellent command of English and Indonesian, both written and spoken are essential
- e. Strong experience in delivering training on key gender and protection concepts as well as community development is preferred.
- f. Preferably a proven record of effective project management, including project planning and integration of gender in all phases of the project cycle.
- g. Experience in the development, implementation, and evaluation of a community-based project is preferred.
- h. Ability and willingness to undertake regular travel to the crisis affected area.

2. Personal attributes & competencies

- a. Excellent interpersonal and communication skills, and demonstrated the ability to effectively interact and work across unit, project and an effective team player.
- b. Ability to develop and foster external organizational relationships and applied representation skills.
- c. Readiness to work with people of all backgrounds without bias. Ability to work sensitively with people from various cultural and social backgrounds.
- d. Ability to coach and mentor staff in a cross-cultural environment.
- e. Have effective planning, organizational and time management skills.
- f. Ability to multi-task and work well under time constraints, including capability to be flexible to respond to changing requirements. Results-focused with ability to manage own workload proactively, with own initiative.
- g. Committed to fostering respectful, collaborative, learning and empowering work culture.
- h. Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation.
- i. Commitment to gender equality and social justice.
- j. Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse.

HOW TO APPLY

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

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

Please submit your applications to : ycp_recruitment@careind.or.id at the latest by **20/04/2025**.

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

**We do not provide correspondence related to this recruitment and do not provide notification of application/CV received.*

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 organization 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.
