

# WE ARE HIRING

## GENDER AND SOCIAL INCLUSION PORTFOLIO MANAGER JAKARTA BASED

### About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a national civil society organization, continuing the legacy of CARE International, which has operated in Indonesia since 1967.

Yayasan CARE Peduli is also part of the CARE International Confederation, working in 121 countries. We are committed to strengthening women's leadership, capacity, and voice in the effort to overcome poverty, address social injustice, and respond to the three planetary crises: climate change, biodiversity loss, and environmental degradation. We believe that women are not only recipients of impact, but also agents of change who can tackle these major challenges by closing information gaps, expanding access and opportunities, and building networks for concrete action at the local level, connected globally.

### Job Objective/Summary

Results-oriented leader dedicated to expanding CARE Gender Impact Services by developing and scaling evidence-based gender consultancy offerings. Committed to positioning Yayasan CARE Peduli (YCP) as a trusted partner in delivering transformative gender solutions through strategic collaboration, capacity building, and innovation. Champions gender equality and social inclusion by integrating gender-transformative approaches across programs, driving impactful advocacy, and representing YCP in key national and international forums. Proactively builds partnerships and leverages outreach to deepen YCP's influence, ensuring community-driven and sustainable gender justice outcomes.

### Duties and Responsibilities

- 1. Lead CARE Gender Impact Services (60%)**
  - Drive the development and expansion of CARE's gender consultancy services.
  - Position YCP as a trusted partner in delivering evidence-based gender solutions.
  - Collaborate with portfolio managers to co-design impactful initiatives and build strategic pipeline of partners.
  - Ensure all programs embed gender-transformative and inclusive practices.
- 2. Build Capacity and Share Expertise (10%)**
  - Design and deliver training on gender equality and inclusion for staff, partners, and clients.
  - Conduct gender assessments and lead integration into program cycles and advisory work.
  - Capture and share tools, models, and lessons to strengthen internal and external capacities.

**3. Drive Advocacy and Influence (20%)**

- Shape and implement gender justice advocacy aligned with YCP's mission.
- Develop policy briefs and knowledge products to support systemic change.
- Represent YCP in national and global platforms to advance gender and social inclusion.
- Represent YCP as a focal point in CARE Fundraising Working Group.

**4. Cultivate Partnerships and Outreach (10%)**

- Proactively engage with donors, private sector, and networks to grow strategic collaborations.
- Coordinate with communications team to amplify YCP's gender impact and reach.
- Facilitate consultations with local actors to ensure inclusive and community-driven design.

**Requirements****1. Education, experience and technical competencies**

- Master's or Bachelor's degree in Gender Studies, Development, Social Sciences, or related fields.
- Minimum 5 years (Master) or 7 years (Bachelor) experience managing gender-focused portfolios, programs, or consultancy services.
- Proven track record in developing and delivering gender equality strategies and solutions across multiple sectors.
- Demonstrated experience in client and partner engagement, including consulting assignments or co-developed programs.
- Skilled in gender assessments, program design, capacity development, and advisory services.
- Demonstrate excellent command of English and Indonesian, both written and spoken are essential.

**2. Core competencies**

- Strategic thinking and portfolio management expertise.
- Strong facilitation and partnership-building skills.
- Results-oriented with ability to manage multiple priorities and teams.
- Have effective planning, organizational and time management skills.
- 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 social justice.
- Commitment to Safeguarding Policy Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse.

**Key Competencies**

- Leadership and strategic oversight in gender and social inclusion.
- Programmatic and portfolio development in diverse and complex contexts.
- Innovation in gender-responsive tools, approaches, and services.
- High-level stakeholder engagement and relationship management.
- Analytical thinking and evidence-based decision making.
- Project management and adaptive learning.
- Communication and influence across multiple audiences and sectors.
- Ethical leadership and commitment to CARE's feminist principles.

## 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 with the subject **# position applied\_\_Your name #** to: [yyp\\_recruitment@careind.or.id](mailto:yyp_recruitment@careind.or.id) at the latest by **11/07/2025**.

*\*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.*

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