

WE ARE HIRING

PROJECT MANAGER

Project Locations in West Java, Central Java & East 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 a humanitarian and development actor that builds 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 aspirations and interests of the community 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 largest coffee exporters in the world, ranking fourth in global production in 2024 with a contribution of 6% to total global output. Coffee exports are a major source of foreign exchange revenue for Indonesia's plantation sector, generating USD 1.612 billion in 2023. The majority of coffee production approximately 75% comes from South Sumatra and Java.

Coffee plantations in Indonesia are still predominantly smallholder-based, with 95% managed by small-scale farmers, which the majority of whom are women. However, the sector faces several challenges, including limited access to technology, financing, and agricultural resources. These issues are further exacerbated by climate change, deforestation, and global economic instability, all of which contribute to declining yields and increasing agricultural input costs. Moreover, women's and youth participation in the coffee sector remains limited. According to the Coffee and Cocoa Research Center (PPKK), only 25% of women are actively involved in managing coffee farms, and their roles are mainly concentrated in post-harvest processing, marketing, and other downstream activities. Youth participation in coffee farming has also declined, with data from the Ministry of Agriculture showing that the average age of coffee farmers in Java ranges from 45 to 55 years, and only 15% are under the age of 35.

To address these challenges, effective interventions are required to help coffee farmers improve their working conditions and adapt to external pressures such as climate change and global economic shocks. In response, CARE Indonesia, in collaboration with Sucafina, CARE Nederland, JDE, and with funding support from the Government of the Netherlands, launched the SustainBrew Program in West Java, Central Java, and East Java. The main goal of this program is to improve working conditions and strengthen the resilience of coffee farmers in facing climate and economic challenges through expanding economic opportunities that lead to improved well-being, gender equality, and workforce regeneration in the coffee sector.

To implement this initiative, Yayasan CARE Peduli (YCP) is looking for qualified and dedicated Project Manager to support the implementation of the SustainBrew Program.

Job Objective/Summary

The Project Manager will lead and manage the project team that will consist of 3 (three) sub-district Project Officers and ensure effective and timely implementation of the overall project activities to achieve the intended objectives as follows but not limited to:

- 1) Lead the technical aspects of organizational development within the program.
- 2) Ensure effective planning and implementation of program operations in compliance with financial, logistics, administrative, and procedures at the district level.
- 3) Monitor program activities and ensure achievement of results based on Monitoring, Evaluation and Learning (MEL) standards.
- 4) Ensure the program aligns with the established framework and managed all program documentation.

This position will be based in one of project location and will be under direct supervision of and reporting to the Programme Manager in Jakarta. This position is the key focal point for the project/field teams including technical assistances/specialists for technical guidance, support, problem resolution and institutional representation.

Duties and Responsibilities

1. Program & Project Management

- a. Execute program activities in line with the established framework.
- b. Ensure the program adheres to YCP principles and standards, organizational values, and proactively improve identified areas.
- c. Ensure timely and quality field-level implementation.
- d. Integrate gender and social inclusion perspectives throughout the program, including risk assessment and mitigation for safe environments for women.
- e. Ensure quality implementation and alignment with monitoring, evaluation, accountability, and learning (MEAL) benchmarks.
- f. Identify and communicate implementation issues promptly to management in Jakarta.

2. Leadership and Organizational Development

- a. Conduct assessments of local institutions.
- b. Analyze relevant structures, procedures, and processes.
- c. Identify and facilitate targeted skills development initiatives.
- d. Support the development of work plans, action plans, and training materials.

3. **Administration and Financial Program/Project**
 - a. Support program/project preparation and execution.
 - b. Conduct financial disbursements and reporting for each activity.
 - c. Manage other administrative requirements related to the program/project.
4. **Stakeholder Engagement**
 - a. Build and maintain relationship with program/project stakeholders (village and district governments, etc) ensuring proper representation of YCP.
 - b. Conduct regular communication to secure local government engagement in planning, implementation, reporting, monitoring, and evaluation.
5. **Monitoring, Evaluation, and Reporting**
 - a. Submit timely monthly reports to the Programme Manager.
 - b. Ensure accurate and complete program/project documentation (stakeholder lists, beneficiary summaries, monthly distribution reports, etc.).
 - c. Review data quality, collection methods, and utility for program/project monitoring and evaluation.
 - d. Track intervention progress using gender-sensitive performance indicators per the Monitoring and Evaluation Plan.
 - e. Work with the Gender Teams to collect sex-disaggregated data, monitor individual-related indicators, and apply gender analysis tools to identify gaps and barriers.
6. **Others**
 - Conduct any other duties that may reasonably be assigned related to position's function. Task may expand or be adjusted in accordance to the real needs in the field;

Requirements

1. Education, Experience and Technical Competencies

- Bachelor's degree in relevant area: Rural Development, Social Sciences, Public Policy and others.
- Minimum 6-7 (six-seven) years professional experience in development/humanitarian work with non-government organizations, community development or civil society organizations.
- Experience in community development, agriculture, or women farmer empowerment programs.
- Skilled in facilitating group discussions with stakeholders or beneficiaries.
- Experience networking with local or district governments.
- Proven experience in program implementation, beneficiary monitoring and mentoring, and data management.
- Proficient in English (spoken and written), and excellent Indonesian.

2. Personal attributes & competencies

- Strong interpersonal skills with the ability to build and maintain effective and trustworthy relationship.
- Demonstrate professionalism and upholds the organization's reputation.
- Willingness to work with diverse individuals without bias, and cultural sensitivity.
- Strong planning, organizational, and management skills.
- Have the ability to facilitate training and meetings with multiple stakeholders.
- Skilled in negotiation or advocacy to achieve mutual objectives.
- Have the ability to multitask and lead a team effectively.
- Team-oriented with flexibility to respond to changing needs.
- Excellent analytical and communication skills both written and verbal.

- Commitment to a respectful, collaborative, inclusive, 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 and Do No Harm principles.
- 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 with the subject **# position applied__Your name #** to: yep_recruitment@careind.or.id at the latest by **11/08/2025**.

**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.
