

WE ARE HIRING

PROJECT OFFICER(s)

Project Locations: West Java, Central Java and 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 Officer(s) to support the implementation of the SustainBrew Program in each project locations (West Java, Central Java and East Java).

Job Objective/Summary

The Project Officer(s) will support the Project Manager to ensure effective and timely implementation of the overall project activities to achieve the intended objectives as follows but not limited to:

- 1) Provide technical support in the development and implementation of the program, including capacity building, discussions, and training for coffee farmers.
- 2) Monitor program implementation, conduct impact analysis, and identify best practices for continuous improvement.
- 3) Provide regular support and guidance in managing the program cycle.
- 4) Ensure the program is implemented according to the established framework and well-documented.
- 5) Collaborate with local governments, cooperatives, private sector partners, and other stakeholders to strengthen coffee sector development and support networks for farmers.

This position will be based in each project locations (West Java, Central Java and East Java) and will be under direct supervision of and reporting to the Project Manager. This position is the key focal point for the project/program support, implementation, and administration/financial reporting.

Duties and Responsibilities

1. Project/Program Management, Capacity Building and Training

- a. Support the Project Manager in developing and delivering training on business skills, financial literacy, and market access for coffee farmers.
- b. Support the Project Manager in maintaining communication with relevant stakeholders to foster synergy in coffee sector development.
- c. Support youth-based training programs, including entrepreneurship in coffee production, marketing, and digital innovation.
- d. Collaborate with agricultural experts and trainers to provide technical assistance for improving yields and coffee quality.
- e. Facilitate knowledge exchange among farmer groups, industry experts, and youth networks.
- f. Organize workshops and awareness campaigns on gender equality, fair labor practices, and women's rights in the coffee sector.
- g. In collaboration with the YCP's Gender Teams, ensures integration of gender equality sensitive and social inclusion into the project/program activities and ensures a DO NO

HARM principle across project/program activities. This would entail support a proper risk assessment and identifying mitigation measures to ensure safe environment for women and vulnerable groups' engagement in the project.

- h. Represent YCP in stakeholder meetings, community discussions, and policy dialogues related to smallholder coffee farmers.
- i. Any other necessary administration needed required by YCP pertaining to project/program.

2. Administration, Accountability and Logistics

- a. Assist the Project Manager in drafting and compiling program progress documents.
- b. Support proper process and documentation for all forms of financial and procurement transactions under the project/program in compliance with YCP's policies and guidelines.
- c. Support timely reporting and settlement of financial and procurement under the project/program.
- d. Assist the team with organizing training or meeting activities; providing stationaries, venue, attendance sheets, etc.
- e. Implement a proper filing system for all the response/recovery operation documents, both electronically and in hard copies.
- f. Gather and analyze field data to monitor program performance and ensure alignment with intended outcomes.
- g. Conduct regular assessments and surveys to measure project/program impact, particularly regarding women farmers and youth engagement.
- h. In coordination with Project Manager and Safety & Security Focal Point to ensure security and safety is in place, both at workplace and field activities.

3. Monitoring, Reporting and Documentation:

- a. Support monthly reporting to Programme Manager on a timely basis.
- b. Support all monitoring and quality project/program documents are properly filled in and checked for accuracy.
- c. Support in reviewing the quality of available data, methods of collection, and the extent to which the data can provide good information for monitoring and evaluating project/program outcomes.
- d. Support in verifying the progress of all related interventions using gender-sensitive performance indicators that will be part of the Activity Monitoring and Evaluation Plan. Working with Gender Teams to Collect sex-disaggregated data, monitor all people-level indicators, and use gender analysis tools to identify potential gender gaps and constraints.

4. Government Liaison/External Relations:

- a. Represent YCP for the day-to-day project implementation vis-à-vis the donor and local government at sub-district level.
- b. Establish and maintain positive working relationships with stakeholders at sub-district levels.
- c. Support the Project Manager to ensure YCP program features represented in different media like print, electronic and social media.

Requirements

1. Education, experience and technical competencies

- Bachelor's degree in relevant area: Rural Development, Social Sciences, Public Policy and others.
- Minimum 4 (four) 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 with internal and external stakeholders.
- 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 multitask and lead a team effectively.
- Capable of facilitating training and meetings with various stakeholder groups.
- Negotiation and advocacy skills to reach agreements aligned with program goals.
- 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: ycp_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.
