

# WE ARE HIRING

## PORTFOLIO SUPPORT OFFICER

Jakarta Based

### 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 PORTFOLIO

Yayasan CARE Peduli (YCP) advances a comprehensive portfolio that strengthens **human capital development** while amplifying **women's voice and leadership** across communities and workplaces. Through interventions addressing stunting reduction, child and women's health, water and sanitation, adolescent engagement, and education, YCP supports families and workers to thrive with improved well-being and equitable opportunities.

At the same time, YCP promotes gender equality in the workplace by addressing deeply rooted patriarchal norms and gender-based discrimination that affect women's recruitment, safety, and career progression—particularly in the garment and manufacturing sectors. To drive systemic change, YCP is co-creating a holistic gender equality framework with factories and industry partners, tailoring smart-mix solutions in policy, processes, and programmatic interventions based on the local context. This dual focus—building human capital while elevating women's leadership—positions YCP to deliver sustainable, transformative impact across communities and in the workplace.

### Job Objective/Summary

The **Portfolio Support Officer** will be working under the supervision of Portfolio Manager will be responsible for the portfolio support and administrative functions as well as communication for intervention areas. He or She will support admin and communication according to YCP's policy and procedures. This position will be based in Jakarta.

### Duties and Responsibilities

#### 1. Project Management

- a. Support the Portfolio Manager in coordinating field activities, budgets, and reporting in consultation with the project team and local stakeholders.
- b. Support in all program stages—design, root-cause study, implementation learning, monitoring & evaluation (MEL), and knowledge/data management.
- c. Analyze relevant systems and processes, represent YCP in discussions with relevant stakeholders, and communicate recommendations to key authorities.
- d. Validate financial and procurement processes to ensure compliance with YCP policies and guidelines.
- e. Support in ensuring program standards, organizational values, and corrective actions where needed.

#### 2. Accountability:

- a. Support in ensuring that project activities are implemented in line with accountability principles, safeguarding, and “Do No Harm” approaches.
- b. Promoting transparency by ensuring that project objectives, activities, and entitlements are well-communicated to community members.
- c. Support communication with senior management, donors, and internal teams; map roles and responsibilities; identify capacity gaps; and identify potential local implementing partners for design, surveys, implementation, and evaluation.

#### 3. Monitoring, Reporting dan Documentation:

- a. Support in collecting quantitative and qualitative data in line with the portfolio's monitoring framework.
- b. Support the organization of surveys, focus group discussions, and key informant interviews.
- c. Support verify the accuracy of project data and ensure it is properly documented for reporting purposes.
- d. Contribute to the preparation of progress reports, case studies, and success stories by portfolio field-level insights.

#### 4. Government Liaison/External Relations:

- a. Maintain positive working and trust building relationships with government counterparts, NGOs, and private sector partners to strengthen collaboration and program sustainability.
- b. Support the Portfolio Manager in representing the project during coordination meetings with stakeholders.

## Requirements

### 1. Education and Experiences

- a. **Education:** Bachelor's degree or equivalent in a relevant field (Social Sciences, Law, Public Health, Development Studies, Public Administration, Business Administration, etc.).
- b. **Experience:**
  - i. Minimum of 5 years of experience in project management, particularly in community engagement and capacity building.
  - ii. At least 3 years of experience working as a development professional with NGOs or other civil society organizations.
  - iii. Proven experience in project monitoring and evaluation, as well as project management implementation.
- c. **Skills & Competencies:**
  - i. Has experience working in health, gender issues, GBV including but not limited to emergency issues.
  - ii. Good computer skills, MS Office application, design application, program management and communication application.

### 2. Personnel Attributes and Competencies

- a. **Interpersonal Skills:** Strong ability to develop and maintain effective communication and build trusted relationships with internal and external stakeholders.
- b. **Professionalism:** Demonstrated capacity to carry out responsibilities with integrity while upholding the reputation of the project and YCP.
- c. **Inclusivity & Sensitivity:** Willingness and ability to work with people from all backgrounds without bias, demonstrating cultural and social sensitivity.
- d. **Organizational Skills:** Effective planning, organizational, and time management skills with the proven ability to manage competing priorities, work collaboratively in a team, and delegate tasks effectively to achieve targets.
- e. **Adaptability & Resilience:** Ability to multitask, perform well under pressure and tight deadlines, and adapt flexibly to changes in project implementation.
- f. **Communication:** Strong verbal and written communication skills with accuracy and clarity.
- g. **Analytical Thinking:** Proven ability to analyze data, information, and contexts to support decision-making and problem-solving.
- h. **Work Culture Commitment:** Dedicated to fostering a respectful, collaborative, learning-oriented, and empowering workplace culture.
- i. **Core Values:** Strong commitment to YCP's values of integrity, diversity, equity, excellence, and transformation, as well as to gender equality, social justice, and the Do No Harm principle.
- j. **Safeguarding:** Commitment to Safeguarding Policies, including Protection from Sexual Harassment, Exploitation, 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](mailto:ycp_recruitment@careind.or.id) at the latest by **29/12/2025**.

*\*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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