

WE ARE HIRING

Project Manager

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 - McCormick Transformation Program

Indonesia is one of the world's important cinnamon-producing countries, with cinnamon serving as an important agricultural commodity and source of livelihoods for farming communities. Kerinci Regency in Jambi is particularly recognized as one of Indonesia's key cinnamon-producing areas, where cinnamon farming forms an important part of the local agricultural economy and is connected to global supply chains. However, alongside the economic potential of the cinnamon sector, women in cinnamon-producing households and communities continue to face barriers to meaningful economic participation, access to financial resources, information, markets, and decision-making. Addressing these gender-related barriers is therefore important not only for women's empowerment, but also for strengthening household resilience and building a more inclusive and sustainable cinnamon supply chain.

In this context, **McCormick's Women's Empowerment Framework (MWEF 2.0)** provides a global strategy to advance women's empowerment and resilience across McCormick's supply chains. Indonesia has been identified as an origin with high impact potential, particularly within the

cinnamon supply chain. The proposed initiative seeks to translate this global commitment into a locally grounded transformation program in Kerinci, addressing the root causes of gender inequity while strengthening the resilience and sustainability of the cinnamon supply chain.

Yayasan CARE Peduli (YCP/CARE Indonesia) will implement the McCormick Indonesia Transformation Program in Kerinci Regency, Jambi. The program applies a gender-transformative, systems-based, participatory, and co-creation approach involving women farmers, men, community leaders, village government, and cinnamon supply-chain actors.

The five-year vision is to strengthen women's economic participation and household resilience, advance more equitable gender norms, improve farmers' access to information and markets, and strengthen gender-responsive and responsible sourcing practices among suppliers.

The first year focuses on laying the foundation through:

- Establishing or strengthening VSLA (*Village Saving Loan Association*) / KUEP (*Kelompok Usaha Ekonomi Perempuan*) groups and financial literacy
- Supporting alternative livelihoods and women-led businesses
- Gender equality, male engagement, and household dialogue
- Developing community gender champions
- Strengthening farmers' understanding of G4G certification
- Improving understanding of cinnamon grading, quality, and pricing
- Engaging suppliers to strengthen gender-responsive systems and certification readiness

The project is intended to contribute to McCormick-CARE Impact Partner by strengthening women's empowerment at the household and community levels while supporting more gender-responsive and responsible practices across the cinnamon supply chain. The project will be implemented over a period of one year as the first phase toward the longer-term five-year transformation vision.

Job Objective/Summary

The **Project Manager** will provide overall leadership and management for the **McCormick Indonesia Transformation Program**, ensuring the effective, timely, high-quality, and accountable delivery of project outcomes.

The position will be responsible for translating the project's gender-transformative and systems-based strategy into practical implementation across community, farmer, and supplier levels.

The Project Manager will serve as a key focal point between YCP, McCormick, suppliers, community stakeholders, government counterparts, and project teams, while ensuring that project implementation remains aligned with the approved framework, workplan, budget, MEAL requirements, safeguarding standards, and CARE's values.

The Project Manager will particularly ensure that the project maintains its transformation-oriented ambition and does not become limited to activity delivery or certification compliance.

Duties and Responsibilities

1. Program & Project Management

- Lead overall planning, implementation, monitoring, and coordination of the McCormick Indonesia Transformation Program.
- Translate the project framework and annual workplan into practical implementation plans, milestones, and deliverables.
- Ensure timely and quality implementation across the two target villages and relevant supply-chain stakeholders.
- Coordinate the Project Officer and relevant technical/support functions in CARE Indonesia to ensure coherent implementation across project components.
- Track project progress against agreed outcomes, outputs, indicators, milestones, and budget.
- Identify implementation challenges, risks, and opportunities and develop appropriate mitigation or adaptive management measures.
- Ensure that project implementation remains responsive to community needs and emerging learning.
- Ensure integration of gender-transformative, GEDSI, safeguarding, Do No Harm, and accountability principles throughout implementation.
- Ensure appropriate documentation of project decisions, learning, adaptations, and implementation processes.

2. Farmer & Community Empowerment

- Provide strategic oversight for engagement with women farmers, men, households, gender champions, village leaders, and community stakeholders.
- Ensure effective implementation of activities related to VSLA/KUEP strengthening, financial literacy, alternative livelihoods, and women-led businesses.
- Oversee gender equality training, male engagement, household dialogue, and community-level gender norms activities.
- Ensure women farmers' meaningful participation and leadership throughout the project cycle.
- Support the development and strengthening of community gender champions and local facilitators.
- Ensure community interventions are contextually appropriate and responsive to the barriers identified through participatory research.

3. Supplier Engagement & Value Chain Strengthening

- Lead strategic engagement with relevant cinnamon supply-chain suppliers in collaboration with YCP and McCormick.
- Facilitate structured dialogue with suppliers to understand their organizational systems, motivations, priorities, and existing practices.
- Support assessment of supplier systems and practices against relevant Grown for Good (G4G) and Farm Sustainability Assessment (FSA) pathways, particularly gender responsiveness.
- Facilitate co-creation of supplier action plans and roadmaps addressing identified gaps and opportunities.

- Support suppliers in identifying practical opportunities to integrate gender-responsive sourcing and responsible business practices beyond minimum certification requirements.
- Ensure supplier engagement is tailored to different organizational motivations, including risk reduction, certification compliance, branding/reputation, and business value.
- Support identification of opportunities for supplier operational and financial co-investment in women's empowerment.

4. Gender-Transformative Programming

- Ensure gender equality is embedded across all project components rather than treated as a stand-alone activity.
- Ensure programming addresses women's agency, decision-making, economic participation, and equitable household and community roles.
- Ensure male engagement and household dialogue approaches are implemented appropriately and safely.
- Support the identification and strengthening of gender champions.
- Apply gender analysis to identify barriers and differential impacts on women and men.
- Ensure women's voices meaningfully inform project planning, implementation, monitoring, and learning.

5. Stakeholder Engagement & Representation

- Build and maintain effective relationships with McCormick, suppliers, village governments, relevant district government offices, farmer groups, community leaders, and other stakeholders.
- Represent YCP professionally in relevant coordination meetings, workshops, and stakeholder engagements.
- Facilitate communication and collaboration between community-level and supply-chain stakeholders.
- Maintain regular communication with management and relevant technical teams.
- Support strategic positioning of the project with government and private-sector stakeholders.

6. MEAL, Learning & Reporting

- Ensure implementation meets YCP's Monitoring, Evaluation, Accountability and Learning (MEAL) requirements.
- Monitor progress against project indicators and agreed milestones.
- Ensure accurate and timely collection, analysis, and documentation of project data.
- Ensure data are appropriately disaggregated by sex and other relevant characteristics where applicable.
- Work with MEAL and Gender teams to identify implementation gaps and emerging outcomes.
- Lead periodic reflection and learning processes with project stakeholders.
- Prepare timely narrative and progress reports for internal management and relevant project stakeholders.
- Document good practices, challenges, adaptations, and lessons learned to inform future programming and potential scale-up.

7. Financial & Administrative Management

- Ensure project activities are implemented in accordance with approved budgets and YCP financial and administrative procedures.
- Monitor expenditure against project plans and budget.
- Ensure timely preparation and submission of activity budgets, financial documentation, and supporting records.
- Coordinate with finance and operations teams to ensure timely procurement, contracting, logistics, and payment processes.
- Identify potential budget variances and communicate them to management promptly.

8. Risk Management & Safeguarding

- Identify and monitor operational, contextual, stakeholder, safeguarding, and implementation risks.
- Ensure appropriate risk mitigation measures are integrated into workplans and implementation.
- Ensure project activities comply with YCP safeguarding, protection, Do No Harm, and ethical standards.
- Promote safe and respectful participation of women, community members, staff, and partners.
- Escalate safeguarding concerns and other critical risks through appropriate organizational mechanisms.

9. Team Leadership

- Provide day-to-day direction, supervision, and support to the Project Officer and relevant project personnel.
- Establish clear responsibilities, deliverables, and performance expectations.
- Support team learning and capacity development.
- Foster a collaborative, respectful, inclusive, and accountable team culture.
- Coordinate with technical specialists and organizational teams to ensure appropriate technical support.

10. Others

- 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;
- Conduct any other duties reasonably assigned that are related to the position and project objectives.

Requirements

1. Education, experience and technical competencies

- Bachelor's degree or higher in *Social Sciences, Development Studies, Rural Development, Agriculture, Gender Studies, Public Policy, Business/Management*
- **Minimum 6–7 years of professional experience** in development programming, community development, livelihoods, agriculture/value chains, gender equality, or related areas.
- Demonstrated experience managing development projects, preferably involving multiple stakeholders and/or private-sector partners.
- **Experience working with women's economic empowerment, livelihoods, farmer organizations, VSLA/KUEP, or community-based programming.**
- **Experience in gender-transformative programming and/or GEDSI is strongly preferred.**
- Experience engaging with private-sector actors, suppliers, value-chain stakeholders, or responsible sourcing initiatives is highly desirable.
- Knowledge of agricultural value chains and smallholder farmer contexts is highly desirable.
- **Familiarity with sustainability, responsible sourcing, human rights due diligence, FSA, G4G, or similar certification/sustainability frameworks is an advantage.**
- Demonstrated experience in project planning, implementation, monitoring, budgeting, and reporting.
- Strong facilitation and stakeholder engagement skills.
- Strong analytical, problem-solving, and adaptive-management skills.
- Good understanding of participatory approaches and community engagement.
- Proficient in written and spoken English and excellent Indonesian.
- **Willingness to work and travel regularly to rural communities in Kerinci Regency, Jambi.**

2. Personal attributes & competencies

- Excellent interpersonal and proven ability to develop and maintain effective and frequent communication and trusted relationships with internal and external stakeholders.
- Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the project and the reputation of YCP.
- Readiness to work with people of all backgrounds without bias. Ability to work sensitively with people from various cultural and social backgrounds.
- Have effective planning, organizational and time management skills. Proven ability to manage competing priorities and team work to achieve targets by delegating work effectively.
- Ability to multi-task and work well under time constraints, and under pressure.
- Ability to work in a team including capability to be flexible to respond to changing requirements
- Ability to communicate accurately, and effectively through the written word
- Have excellent analytical 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.

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__(Name) #** to: ycp_recruitment@careind.or.id **at the latest by 04/10/2026.**

**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.
