

WE ARE HIRING

Project Officer

Kerinci Regency, Jambi 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 Officer** will support the Project Manager in the day-to-day implementation, coordination, monitoring, and documentation of the McCormick Indonesia Transformation Program. The position will have a strong field-based focus, working directly with women farmers, farmer groups, households, gender champions, village governments, community leaders, and other stakeholders in the two target villages.

The Project Officer will support implementation of activities related to VSLA/KUEP, financial literacy, alternative livelihoods, gender equality, male engagement, household dialogue, gender champions, agricultural and market information, and FSA/G4G-related awareness and certification readiness.

Duties and Responsibilities

1. Field Program Implementation

- Support implementation of project activities in accordance with the approved workplan and project framework.
- Coordinate day-to-day field activities in the two target villages.
- Prepare activity plans, participant lists, schedules, materials, logistics, and other requirements.
- Coordinate with facilitators, trainers, resource persons, farmer groups, and community stakeholders.
- Ensure activities are implemented safely, inclusively, and according to agreed quality standards.
- Follow up on action points and commitments arising from project activities.

2. Women Farmers & VSLA/KUEP

- Support establishment or strengthening of VSLA/KUEP groups.
- Support group governance, record keeping, and regular group activities.
- Facilitate or support basic financial literacy activities for women farmers.
- Support identification of feasible alternative livelihood and small-business opportunities.
- Assist women farmers in accessing relevant technical, business, and operational training.
- Monitor participation and progress of women-led businesses supported by the project.

3. Gender Equality & Community Engagement

- Support delivery of gender equality training for women and men.
- Support male engagement sessions addressing gender equality and shared household roles.
- Support implementation of household/couples dialogue workshops.
- Identify and support potential gender champions in target communities.
- Support public speaking and capacity-building activities for gender champions.
- Facilitate or support community-level gender discussions.
- Ensure women's participation and voices are actively encouraged throughout activities.

4. Farmer, Market & Certification Engagement

- Support training and awareness activities on cinnamon grading, quality standards, pricing, and supply-chain management.
- Support farmers' understanding of FSA/G4G certification and relevant sustainability practices.
- Support identification and training of women farmers who can serve as information focal points/champions.
- Facilitate information sharing between farmers and relevant supply-chain stakeholders.
- Support farmer-collector-supplier dialogue activities.
- Document farmers' questions, concerns, and information needs and communicate them to the Project Manager.

5. Stakeholder Coordination

- Develop and maintain constructive relationships with village governments, community leaders, farmer groups, local institutions, and other relevant stakeholders.
- Coordinate field-level schedules and activities with stakeholders.
- Participate in village and stakeholder meetings as assigned.
- Support communication between community stakeholders and the Project Manager.
- Represent YCP professionally and respectfully during field activities.

6. Monitoring, Documentation & Reporting

- Maintain accurate records of project activities and participants.
- Support collection of monitoring data and participant feedback.
- Ensure timely and accurate documentation of field activities.
- Track participation and follow-up actions.
- Support sex-disaggregated and other relevant data collection.
- Prepare activity reports and field updates for review by the Project Manager.
- Document stories, lessons learned, good practices, and implementation challenges.
- Immediately communicate significant implementation issues or safeguarding concerns to the Project Manager.

7. Logistics & Administration

- Support preparation and implementation of workshops, trainings, meetings, and community activities.
- Coordinate venue, materials, transportation, participant communication, and other logistical requirements.
- Support procurement and administrative processes in accordance with YCP procedures.
- Maintain appropriate activity documentation and supporting records.

8. Safeguarding, GEDSI & Do No Harm

- Apply gender equality, inclusion, safeguarding, and Do No Harm principles in all field activities.
- Ensure respectful and non-discriminatory engagement with participants.
- Pay particular attention to safe and meaningful participation of women and potentially marginalized participants.
- Report safeguarding or protection concerns through appropriate channels.

9. 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 in Social Sciences, Development Studies, Rural Development, Agriculture, Gender Studies, Community Development, or other relevant fields.
- Minimum 3–5 years of relevant experience in community development, livelihoods, agriculture, gender, women's empowerment, or related development programs.
- Experience working directly with communities and/or farmer groups.
- Experience facilitating community meetings, focus group discussions, training, or participatory activities.
- Experience with women's economic empowerment, livelihoods, VSLA/KUEP, entrepreneurship, or farmer organizations is highly desirable.
- Experience in gender equality/GEDSI programming is an advantage.
- Knowledge of agricultural or rural livelihoods and value-chain contexts is an advantage.
- Experience in project monitoring, data collection, and activity reporting.
- Good organizational and administrative skills.
- Proficient in Indonesian and able to communicate effectively in English.
- Willingness to work and travel regularly to rural communities in Kerinci Regency, Jambi.
- ***Most preferably living in Province of Jambi.***

2. Personal attributes & competencies

- Strong interpersonal and communication skills.
- Comfortable working directly with rural communities.
- Good facilitation skills.
- Participatory and community-oriented approach.
- Gender-sensitive and culturally sensitive.
- Strong attention to detail and documentation.
- Proactive and able to work independently.
- Good teamwork and coordination skills.
- Flexible and adaptable to changing field conditions.
- Strong problem-solving 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.
