WE ARE HIRING

PROJECT MANAGER

Nagekeo District Based, Nusa Tenggara Timur

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 aims 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 programmes integrate economic, environmental and social dimensions, with gender equality and inclusion at the core, while aligning with national development priorities and the Sustainable Development Goals (SDGs).

Integrated Life-Saving Assistance and Early Recovery for Earthquake-Affected Communities in Nagekeo - is a humanitarian response and early recovery programme in Nagekeo Regency, East Nusa Tenggara. The programme combines emergency WASH, food assistance, Cash and Voucher Assistance (CVA), protection and psychosocial support, and community capacity strengthening.

The programme prioritizes life-saving assistance during the initial response period while supporting the restoration and rehabilitation of water systems, sanitation facilities, community-based management arrangements, and protection capacities required for early recovery. CARE Indonesia leads overall programme management and quality assurance. Palang Merah Indonesia (PMI) serves as the main implementing partner for WASH and supports selected protection and psychosocial activities; for administrative and contractual purposes, the engagement is processed through CARE's vendor mechanism.

Implementation is planned from 17 November 2026 to 31 May 2027, following a pre-implementation phase in October 2026 for technical water assessment, recruitment, field office preparation, and CARE-PMI readiness.

Project Brief

The Project Manager is responsible for the overall leadership, coordination, quality assurance and effective delivery of the project. The role translates the approved proposal and implementation plan into coordinated field execution, ensuring that WASH, food assistance, CVA, protection and psychosocial support, community participation, MEAL, operations and partner delivery are

implemented on time, within scope and budget, and in accordance with CARE standards and humanitarian commitments.

The Program Manager serves as CARE Indonesia's primary field-level management focal point with PMI, local government, communities, service providers and relevant humanitarian actors, while ensuring accountability, safeguarding, gender equality, inclusion, risk management and a responsible transition from emergency response to early recovery.

SCOPE OF WORK

1. **Programme Planning, Leadership and Delivery**
   - Lead overall implementation of NAGEKEO RISE in line with the approved proposal, implementation plan, workplan, budget and donor requirements.
   - Translate the implementation plan into practical monthly and weekly operational priorities and ensure sequencing across WASH, food assistance, CVA, protection/PSS, community participation and MEAL.
   - Ensure programme targets, milestones and deliverables are achieved within the approved project period and that deviations are identified and addressed early.
   - Maintain a clear decision log, action tracker and management rhythm for operational follow-up.

2. **Multi-Sector Implementation Oversight**
   - Oversee delivery of emergency and early recovery interventions, including WASH, food assistance, CVA, protection/PSS and community capacity strengthening.
   - Ensure assistance is delivered safely, transparently and with dignity, based on agreed vulnerability criteria and community validation processes.
   - Ensure technical activities are appropriately reviewed by relevant specialists before implementation, particularly WASH construction, rehabilitation and water supply interventions.
   - Promote integration across sectors so that emergency assistance contributes to early recovery and sustainability.

3. **Implementing Partner and Contract Management**
   - Manage the operational relationship with PMI as the main implementing partner, noting that the contractual engagement is processed through CARE's vendor mechanism.
   - Ensure clarity of scope, deliverables, technical standards, timelines, reporting requirements, safeguarding, accountability and supporting documentation.
   - Review PMI progress, identify implementation bottlenecks, agree corrective actions and follow up to closure.
   - Coordinate with CARE technical, finance, procurement, HR, MEAL and operations teams to ensure partner delivery is adequately supported and controlled.

4. **Financial, Procurement and Operational Management**
   - Monitor programme expenditure against budget and workplan and flag variances requiring management action.
   - Ensure procurement and logistics are planned early enough to support implementation timelines, including local procurement in Nagekeo and procurement from other locations where specialized items are unavailable locally.

- Coordinate closely with Operations, Procurement and Finance on Project Advance, merchant reimbursement, partner/vendor payments, documentation and liquidation.
- Ensure programme assets, records, procurement files and operational documentation are maintained in accordance with YCP procedures.

5. Humanitarian Quality, Accountability and Safeguarding

- Ensure all programme activities are implemented in line with the Core Humanitarian Standard (CHS), Humanitarian Principles (humanity, neutrality, impartiality and independence), Sphere Standards, Do No Harm, CARE/YCP safeguarding commitments and PSEA requirements.
- Ensure gender equality, disability inclusion, protection risk mitigation, safe access and dignity are embedded in programme implementation.
- Ensure accessible community feedback and complaints mechanisms are operational and that sensitive cases are handled through appropriate confidential referral and escalation pathways.
- Use beneficiary feedback, PDM findings and monitoring data to inform adaptive management and corrective action.

6. Monitoring, Reporting and Learning

- Lead routine review of progress against outputs, indicators, timelines, budget and quality standards.
- Ensure accurate beneficiary records and disaggregated data are maintained and used for management decisions.
- Coordinate preparation of field updates, management reports, donor narrative inputs, partner progress summaries and close-out documentation.
- Document operational lessons, challenges and good practices to strengthen future humanitarian and early recovery programming.

7. Stakeholder Engagement and Coordination

- Represent YCP at field level with Nagekeo Regency Government, BPBD, sub-district and village authorities, PMI and relevant humanitarian actors.
- Support coordination to avoid duplication, align with local priorities and enable effective referrals and complementary services.
- Maintain constructive, professional and culturally appropriate relationships with community leaders and affected populations.

8. Safety, Security and Risk Management

- Ensure field activities comply with CARE Indonesia safety and security procedures.
- Maintain an active programme risk register covering access, procurement, WASH quality, beneficiary targeting, CVA misuse/fraud, protection, safeguarding and secondary hazards.
- Ensure staff and partners are briefed on security procedures, contextual risks and incident reporting requirements.
- Escalate critical risks, incidents and programme deviations promptly and ensure agreed mitigation actions are implemented.

Requirements

1. **Education, experience and technical competencies**
   - Bachelor's degree in development studies, humanitarian affairs, disaster management, public health, engineering, social sciences, management or a related field; a relevant postgraduate qualification is an advantage.
   - **Minimum 7 years of progressively responsible experience in humanitarian response, emergency programming, disaster response and/or early recovery, including at least 3 years in a programme or project management role**.
   - Demonstrated experience managing multi-sector humanitarian programmes and field operations, preferably including WASH, food assistance/CVA and protection.
   - Proven experience managing implementing partners, vendors and government/stakeholder relationships in complex field environments.
   - Strong knowledge and practical understanding of the Core Humanitarian Standard (CHS), Humanitarian Principles, Sphere Standards and Do No Harm, as well as safeguarding, PSEA, gender equality and accountability to affected populations.
   - Strong competency in project cycle management, workplanning, budget monitoring, procurement coordination, MEAL, risk management and donor reporting.
   - Excellent written and spoken Bahasa Indonesia and strong working English.
   - **Willingness to be based in Nagekeo and travel regularly to project locations**.
   - Demonstrated understanding of the complexity of gender issues across sectors (e.g. humanitarian response, climate and environment, health, economic empowerment, education), as well as cultural and policy contexts.
   - Strong verbal and written communication skills including demonstration of facilitation skill.
   - Demonstrate excellent command of English and Indonesian, both written and spoken are essential.

2. **Desirable**
   - Prior experience with CARE or another international humanitarian organization.
   - Experience in earthquake response and/or emergency-to-early-recovery programming in Indonesia.
   - Experience managing CVA and/or partner-delivered WASH programming.

3. **Personal attributes & competencies**
   - Strong leadership, interpersonal and communication skills, with the ability to build trusted relationships with internal and external stakeholders.
   - Professional integrity and the ability to represent YCP in a manner that protects programme quality and organizational reputation.
   - Cultural sensitivity, adaptability, and readiness to work respectfully with diverse communities and teams.

- Strong planning, organization and time-management skills; ability to manage competing priorities and respond to changing humanitarian conditions.
- Ability to work under pressure, take timely decisions, and maintain a practical, solution-oriented approach.
- Strong written communication, analytical and reporting skills.
- Commitment to YCP values of Integrity, Diversity, Equality, Excellence and Transformation; commitment to gender equality, social justice and Do No Harm.
- Commitment to CARE/YCP Safeguarding Policy, including 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 *# PM__(your name) #* to:
ycp_recruitment@careind.or.id at the latest by 4/12/2026 at 23:59 PM.

**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.