



JOB DESCRIPTION

Strategy & Program Design Manager

Jakarta
January, 2024

I. JOB IDENTITY

Job Title	:	Strategy & Program Design Manager
Directorate	:	Quality & Program Development
Direct Supervisor	:	Director of Quality & Program Development
Scope of Work	:	National
Location	:	Jakarta

II. PURPOSE OF THE POSITION

The Strategy & Program Design Manager has a key role in supporting organizational sustainability by building strategies in building program/project designs and proposals in accordance with WWF Project and Program Standards in order to contribute significantly to the WWF Global Conservation Goals and WWF Indonesia's Strategic Plan by combining strategic thinking, effective communication, and project management skills with donors, partners, and internal stakeholders.

III. ROLES & RESPONSIBILITIES

A. Strategy & planning

- Design and develop work plans and strategies within the Strategy & Design Team.
- Set team goals and monitor ongoing progress and performance in a timely manner.

B. Program Design & Planning

- Work closely with the program team to understand program requirements and goals.
- Develop a conservation program design strategy (Conservation Plan) at the landscape and seascape level to ensure the consolidation of conservation targets to achieve impact, in accordance with WWF Project and Program standards in order to contribute significantly to the WWF Global Conservation Goals and the Strategic Plan of the WWF Indonesia.
- Analyze program potential for submission of proposals in accordance with the organization's Strategic Plan.
- Make an analysis with the People & Operations team regarding the human resources and experts needed to carry out a project.
- Analyze, develop and implement policies, procedures, systems and mechanisms for programs / projects to be implemented.
- Facilitate discussions with the Program Director and/or Head/Lead of Program regarding determining the strategy to be used at the project/program development stage.
- Ensure that the strategies implemented in the program/project can be accounted for and properly verified.
- Support the design of organizational strategic policies so that business processes are aligned at WWF Indonesia.



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- Ensure that the Program Team completes the documents needed to complete the proposal if there is a request for revision from the donor.
- Create and implement a quality vision, strategy, policies, processes and best practice procedures to assist and improve business processes

C. Proposal Development

- Leads proposal development in response to RFP (Request for Proposals), ensuring compliance with donor requirements.
- Collaborate with cross-functional teams, including PSP, Partnership & Fundraising teams, and Program teams to gather information required for proposals.
- Facilitate the process of making proposals by referring to planning documents, both Strategic Plan and Conservation Plan at landscape and seascape levels, including :
 1. Facilitate the development of Concept Notes (summary of project/program potential).
 2. Provide references/find lead writers/experts for writing proposals.
 3. Writing a TOR for a Project/Program.
- Ensure the proposal design process runs, including providing input and maintaining information in the work system used.
- Re-categorize project potentials for proposal submission according to WWF-Indonesia's thematic characteristics.
- Together with the Partnership team, discuss the significance of a potential project for implementation.
- Ensure the proposal design process runs, including inputting and maintaining information in a system, including inputting proposals according to deadlines.
- Become an expert in writing proposals if necessary.

D. Budget and Resource Allocation:

- Develop accurate cost estimates for proposed programs, considering direct and indirect costs.
- Work with finance and project management teams to ensure compliance with budget constraints.
- Allocate resources effectively, balancing cost considerations with program requirements.

E. Risk Management and Safeguard:

- Together with the Risk & Safeguard National Coordinator, identify potential risks related to the proposed program and develop mitigation strategies.
- Assess the feasibility of proposed programs and provide recommendations for risk reduction.
- Ensure that the statement of principles and safeguards are implemented in program proposals.

F. Team Collaboration:

- Collaborate with cross-functional teams, including project managers, experts, and technical teams, to ensure alignment between proposal commitments and program design.
- Promote effective communication and coordination among team members throughout the proposal development and program design process.



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G. External Relation Management:

- Interact with donors during the proposal development phase to understand their needs and expectations.
- Present the proposal to donors in a clear and engaging manner, answering any questions or concerns they may have.
- Build and maintain positive relationships with donors, partners, and internal stakeholders.
- Act as an intermediary between the organization and donors throughout the proposal development and program design phases.

H. Compliance:

- Ensure that program proposals and designs comply with WWF Indonesia policies and standards and donor requirements.
- Proactively seeks information about regulatory changes that may impact program design and proposal development.

I. Continuous Improvement:

- Implement a continuous improvement process to increase the efficiency and effectiveness of the proposal development and program design functions.
- Gather feedback from submitted proposals and completed programs to shape future improvements.

J. Team Development

- Provide leadership for departments under their control and train, mentor and develop direct reports and manage high-performing teams that deliver continuous improvement, added value and cost efficiencies.
- Ensure strong communication between teams under leadership to facilitate information exchange and to implement changes and improvements.

K. Documentation and ISMS (Information Security Management System).

- Carry out comprehensive documentation of the proposal development process and program design, methodology, and results.
- Ensure that all documents are organized and accessible for future reference.
- Store important hardcopy documents in a safe place that is not easily visible, accessible, and not easily damaged or eroded by natural elements.
- Save important softcopy documents using safe media recommended by IT. This is also not limited to providing access to data/information only to authorized people, and also providing passwords for critical/confidential softcopy files.
- Pay attention to the movement of confidential/critical files, both offline and online. This includes the media used, giving a password to the file to be sent, and where it is stored afterwards.
- Change email passwords regularly to support the security of email and the data in it



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- Using a limited office server or private server to access the internet. Don't use public Wi-Fi when accessing critical/confidential files. This also includes staff whose laptops/work devices have critical/confidential files.

IV. AUTHORITY

Internal Working relationships:	<ul style="list-style-type: none"> • Coordinate closely with the Grant team, P&C, GS, Legal, FA Representative and all other support teams. • Coordinate with the Program team to monitor and ensure the quality and progress of implemented projects.
External Working Relationships:	<ul style="list-style-type: none"> • Coordinate closely with external parties such as regional and central government offices, community organizations, or other vendors.

V. REQUIREMENT

Knowledge & experience	<ul style="list-style-type: none"> • Minimum bachelor's degree in conservation, biology, marine, management. Master Degree will add value. • Have at least 10 years of work experience in the related field. • Have at least 5 years of work experience at manager level.
Technical/ specific knowledge	<ul style="list-style-type: none"> • Appropriate qualifications in quality management • Ability to add value, reduce costs and make business improvements • Proven project management and quality experience • Experience operating and influencing at a strategic level • Communication skills • Leadership abilities • Archiving & Documentation • Human Resource Management
Core competencies	<ul style="list-style-type: none"> • Demonstrate WWF behavior in the way it works: Striving for Impact, Listening Deeply, Collaborating Openly, Innovating Without Fear. • Open-mindedness & receptivity to new ideas

VI. VALUE IMPLEMENTATION

<i>Courage</i>	<ul style="list-style-type: none"> • Strive for impact – we set and realize ambitious goals • Take risks, despite fear of failure, and we innovate without fear • Dare to make decisions and act on them • Speak up, even when it's hard to do
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<i>Integrity</i>	<ul style="list-style-type: none"> • Walk the talk – do what we say we will do • Strengthen ourselves and others to be responsible for the values we fight for • Admit and challenge our own assumptions and biases • Take responsibility for our Actions and their impacts
<i>Respect</i>	<ul style="list-style-type: none"> • Create a safe and equal space for dialogue • Respect others' time, priorities, and contributions • Listen deeply, and without judgment to see through the eyes of others • Treat everyone fairly, and champion diversity and inclusion
<i>Collaboration</i>	<ul style="list-style-type: none"> • Build trust and relationships • Ask for and offer help • Share knowledge while recognizing the expertise of others • Intentionally create and support diverse alliances

At Yayasan WWF Indonesia we are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We therefore welcome applications from all sections of the community, and we offer a range of benefits to encourage a work life balance.