



Sustainable Finance Project Leader

February, 2024

Jakarta

I. JOB IDENTITY

Job Title	: <i>Sustainable Finance Project Leader</i>
Directorate	: <i>Climate & Market Transformation Program</i>
Direct Supervisor	: <i>Sustainable Finance Lead</i>
Scope of Work	: National
Work Location	: Jakarta

II. PURPOSE OF THE POSITION

The main function of this position is to support the Sustainable Finance Lead in overseeing the execution of projects, ensuring timely delivery, resource allocation, risk management, and adherence to project goals and objectives. This role requires strong organizational, leadership, and communication skills to effectively coordinate project teams and stakeholders.

Project Background

WWF-Indonesia's Sustainable Finance Unit has been instrumental in shaping sustainable finance initiatives within the country since its establishment in 2014. Collaborating closely with financial regulators and private institutions, the unit integrates environmental and social considerations into business strategies. Notably, it facilitated the establishment of the Indonesia Sustainable Finance Initiative (IKBI), fostering significant progress in ESG integration and green financing, including the issuance of USD 3 billion in green bonds.

Human activities are driving catastrophic biodiversity loss and exacerbating dangerous levels of climate change. In 2021, Parties to the UN Convention on Biological Diversity (CBD) will agree on a post-2020 global biodiversity framework, potentially transforming the world to become nature-positive by 2030. The finance sector plays a pivotal role in this transformation. Therefore, WWF-Indonesia's Sustainable Finance unit collaborates closely with financial sector regulators and private sector finance institutions to accelerate decarbonization and transform the investment environment toward a nature-positive direction. This enhances Indonesia's economic resilience regarding sustainability issues such as climate change, nature, and human well-being development. The unit leads by example, committing to strong targets and goals to address the main drivers of climate change, biodiversity loss, and reduce ecological footprint.

Anchored on three key objectives - building a resilient economy and financial system, advancing ESG integration at the corporate level, and mobilizing financing towards



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responsible, sustainable, and nature-based solutions investment - WWF-Indonesia is seeking a qualified candidate for this position.

III. ROLES & RESPONSIBILITIES

A. Strategic, Project Planning and Execution

- Develop comprehensive project plans outlining tasks, timelines, resources, and deliverables.
- Coordinate project activities, assign tasks to team members, and track progress against milestones.
- Monitor project budget and expenses, ensuring financial resources are allocated effectively.
- Provide direction to project teams, fostering a collaborative and productive work environment.
- Motivate and inspire team members to achieve project goals and deliver high-quality results.
- Identify funding resources to accommodate the sustainability impact target of SF team and set up a strategy and roadmap to map and target potential donor completed with an actionable and implemented actions as well as to monitor the progress and impact.
- Evaluate project management and project impact regularly and set up recommendations by participating the team completed with necessary research (desktop, or other possibilities necessary resources)
- Follow WWF's project management framework, ensuring compliance and effective people development and ensure the application of WWF's Environmental and Social Safeguard Framework (ESSF).
- Supporting WWF SUSBA assessment and banking sector engagement.

B. Fund Raising, Budgeting, and Reporting

- Lead the development of new funding proposals to secure long-term funding for the sustainable finance team
- Assist in monitoring, evaluating, budgeting and reporting of project performance against planned objectives and deliverables and milestones

C. Risk Management

- Identify potential risks and issues that may impact project delivery.
- Develop risk mitigation strategies and contingency plans to address identified risks.
- Regularly assess project risks and implement necessary adjustments to minimize their impact.



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D. Stakeholder Engagement

- Communicate project status, updates, and key milestones to stakeholders.
- Collaborate with internal and external stakeholders to ensure alignment with project objectives.
- Address stakeholder concerns and maintain positive relationships throughout the project lifecycle.

E. Quality Assurance

- Establish quality standards and guidelines for project deliverables.
- Conduct regular reviews and assessments to ensure compliance with quality requirements.
- Implement corrective actions and improvements as needed to enhance project outcomes.

F. Communication and Reporting

- Facilitate effective communication channels within the project team and with stakeholders.
- Prepare and deliver project status reports, highlighting progress, challenges, and key achievements.
- Provide timely updates to project sponsors and senior management on project performance.

IV. AUTHORITY

Internal Working relationships:	<ul style="list-style-type: none"> • Interact and collaborate closely and regularly in coordination with Grant, P&C, Legal, General Support, FA, and all support teams. Coordinate with the Program team to ensure information about projects/programs.
External Working Relationships:	<ul style="list-style-type: none"> • Interact and collaborate with partner vendors and external parties related to the communications team, including donors and the WWF Network Office, as necessary.

V. SKILLS AND QUALIFICATIONS

To be successful in delivering above-mentioned main responsibilities and meeting the organization's goals, S/he must meet the following requirements:



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<p>Knowledge & experience</p>	<ul style="list-style-type: none"> • Bachelor's degree in business administration, project management, or related field; Project Management Professional certification is a plus. • Having high level knowledge on sustainability and current development on sustainable finance or sustainability is a plus. • Having at least 5 years' experience in managerial level including managing donor funded projects.
<p>Core Competencies on Project Management</p>	<ul style="list-style-type: none"> • Strong understanding of project management methodologies and best practices. • Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously. • Proficiency in project management tools and software for scheduling, budgeting, and collaboration. • Strong problem-solving and decision-making abilities, with a focus on achieving project objectives within scope, time, and budget constraints.
	<ul style="list-style-type: none"> • Proven experience in project management • Exceptional interpersonal skills, with the ability to motivate and inspire team members. • Excellent communication skills, both verbal and written, with the ability to effectively convey complex information to diverse audiences. • Able to clearly demonstrate behaviour that aligns with WWF's values: Courage, Integrity, Respect and Collaboration; and culture at WWF: Striving for Impact, Listening Deeply, Collaborating Openly, and Innovating Fearlessly. • Open-mindedness & receptivity to new ideas

VI. VALUE IN ACTION

<p><i>Courage</i></p>	<ul style="list-style-type: none"> • Strive for impact - we set and deliver on ambitious goals • Take risks, despite fear of failure, and we innovate fearlessly • Make bold decisions and act on them • Speak up, even when it's hard to do
<p><i>Integrity</i></p>	<ul style="list-style-type: none"> • Walk the talk – we do what we say we will • Hold ourselves and others to account for living the values • Acknowledge and challenge our own assumptions and biases



JOB DESCRIPTION

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	<ul style="list-style-type: none">• Take responsibility for our actions and their impact
<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 others' eyes• Treat all people equitably 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 acknowledging others' expertise• 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.