



I. JOB IDENTITY

Job Title	:	Project Manager PSC
Directorate	:	Conservation Program
Direct Supervisor	:	Footprint Lead
Direct Supervises	:	Grant Officer and Money Officer
Indirect Supervises	:	Grant & Financial Management Specialist, PMEL Specialist, Government Relation Specialist, and EPR Specialist
Location	:	Jakarta

II. PURPOSE OF THE POSITION

To reduce the global leakage of 8 million tonnes of plastic into our oceans every year, WWF is advocating for new policy standards, new incentives for industry, and new innovative models for avoiding, reusing and managing plastic waste. Plastic Smart Cities is a global WWF initiative that works with cities and tourism destinations around the world to keep plastic away from nature. Since 2018, this initiative has supported cities and coastal centers that are taking bold actions to stop plastic pollution in nature. These initiatives enable cities to set concrete commitments and share best practices. WWF is working with 25 pilot cities to achieve a 30% reduction in plastic leakage by 2025, through better waste management and advancing a circular economy. Through the Plastic Smart Cities (PSC) Project which is part of the No Plastic In Nature (NPIN) Initiatives, WWF connects city stakeholders with proven solutions to eliminate plastic pollution by 2030.

To support the PSC 2 Project requires Project Manager who will work in Jakarta, under the direct supervision of the Footprint Lead and in collaboration with the WWF-Indonesia PSC 2 Team, in implementing the PSC 2 project.

III. ROLES & RESPONSIBILITIES

A. Strategy & Planning

- Develop annual work plan (AWP) for PSC project.
- Contribute to the creation of PSC project theory of change that align with WWF (Indonesia and Global) mission.
- Contribute to project implementation proposal design, including workplan and budget estimation, monitoring and evaluation plan, identification of risks and application of safeguards, according to WWF standards.
- Create plan and strategy for engaging and managing partners.

B. Implementation Program

- Ensure high quality implementation, monitoring, and evaluation of PSC 2 project according to the annual work plan to achieve projects/program objectives.
- Holding regular visits to PSC partners who received sub-grants.



- Together with WWF-Indonesia PSC 2 Team and Consultant, holding training and workshops for PSC partners and other relevant institutions to support PSC implementation
- Participate in relevant internal as well as external meetings, discussions, capacity building event and conference/seminar and other activities for advocacy, information dissemination and knowledge development purposes.
- Monitor, evaluate, train and consult with partner institutions including Start Ups that receive Sub-Grants from PSC 2 project;
- Support communication and coordination with City Government Officials in Jakarta, Bogor and Depok.
- Communicate with other relevant institutions, such as Universities and Research Institutes, to support PSC activities in the city.

C. Report & Evaluation

- Prepare and present the reports and provide analysis such as progress of transformation efforts, success stories and lessons learned for internal and external use also to the donor.
- Contribute to the development of communication materials on PSC 2 project.

IV. SAFEGUARD, RISK MANAGEMENT, & COMPLIANCE

- Implementing all activities while paying attention to and upholding Indigenous Peoples, Human Rights, and Gender Equality as well as inclusive conservation in accordance with organizational standards and values;
- Maintaining the confidentiality of organizational data and information, and acting within one's authority;
- Contributing to identifying, analyzing, and measuring the level of risk;
- Contributing to managing risks in accordance with the predetermined risk treatment strategy.

VI. REQUIREMENT

Competencies:

Knowledge & experience	<ul style="list-style-type: none"> • Minimum Bachelor's Degree majoring in Social Engineering, Environmental Engineering, Communication, Education or other relevant majors with minimum of 10 years' experience (Or Master's degree with minimum of 7 years' experience) in project management with engagement with private sectors. • Have exposures and experience in waste management (plastic)
Technical/ specific knowledge	<ul style="list-style-type: none"> • National and international environmental and social safeguards • Excellent oral and written communication skills • Policy analysis • Must be able to handle a wide work variety and work in a fast-paced environment. • Strong data analytical and reporting skills. • Proven experience creating targeted content is advantageous.



	<ul style="list-style-type: none"> • S/he must be an experienced and mature; capable of working largely independently, have managerial and leadership skills. • Excellent communication skills in both written and spoken English. • Proven experience creating targeted content is advantageous.
Core competencies	<ul style="list-style-type: none"> • Passion for nature conservation and sustainable development, coupled with belief in WWF's Mission • Personal drive and dynamism to think practically, critically, and to work independently and remotely • High standards of integrity • Careful and conscientious personality
Required behavioural skills	<ul style="list-style-type: none"> • Trustworthy, assertive, courageous, and tenacious. • All candidates applying to WWF-Indonesia should have a genuine interest in conservation and the work of WWF and be able to clearly demonstrate behaviours aligned to our values: Courage, Integrity, Respect, and Collaboration; and culture within WWF: Strive for Impact, Listen Deeply, Collaborate Openly, and Innovate Fearlessly.

VII. VALUE IN ACTION

<i>Courage</i>	<ul style="list-style-type: none"> • Strive for impact – we set and deliver on ambitious goals • Take risks, despite the fear of failure, and we innovate without fear • Dare to make decisions and act on them • Voice it out, even when it's hard to do
<i>Integrity</i>	<ul style="list-style-type: none"> • Walk the talk – do what we say we will do • Empower yourself and others to take responsibility for the values we stand for • Acknowledge and challenge our own assumptions and biases • 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 • Value the time, priorities and contributions of others • Listen deeply, and without judgment to see through the eyes of others • Treat everyone fairly, and strive for diversity and inclusion
<i>Collaboration</i>	<ul style="list-style-type: none"> • Build trust and relationships • Ask and offer for help • Sharing knowledge while acknowledging the expertise of others • Deliberately creating and supporting diverse alliances



JOB DESCRIPTION

Project Manager PSC

Jakarta

Maret 2024

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.