



## I. JOB IDENTITY

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| Job Title         | : | Climate & Energy Lead                            |
| Directorate       | : | Conservation Program                             |
| Direct Supervisor | : | Climate & Market Transformation Program Director |
| Scope of Work     | : | National   |
| Work Location     | : | Jakarta  |

## II. PURPOSE OF THE POSITION

The Climate & Energy Lead will lead the program implementation, from detailed planning, implementation, partner monitoring, and reporting. She/he will develop networks and relationships with other CSOs at the national level, related WWF Networks, government agencies, and related business actors. He/he will also supervise the implementation of the duties of all personal programs. Examine, provide input, and provide direction to the Request for Concept Note and Proposal prepared by third parties, and then propose it to the CMT Program director and/or the proposal appraisal committee for approval will also become her/his responsibility.

This position also aims to lead all WWF Indonesia programs and projects in the energy sector and build the context of all WWF Indonesia programs within the framework of climate change mitigation and/or adaptation. The Climate & Energy Lead will supervise all WWF Indonesia programs and projects in the field of energy transition and renewable energy, and specifically in 2024 – 2026 will act as coordinator of the civil society strengthening program in the context of the just energy transition and improving land management which WWF Indonesia will manage with funding from the EU.

## III. ROLES & RESPONSIBILITIES

### A. Strategy & Planning

- Contribute in creating Annual Work Plan (AWP) with the entire team and determine teamwork targets.
- Translate strategies into actionable plans and budgets for project activities by compiling them into work plan documents annually or at predetermined periods, in line with financial guidelines and in collaboration with other functions and submitted to direct supervisors. Work with specified targets and try to achieve these work targets.
- Led the implementation of an EU-funded project in WWF Indonesia called "Enabling Civil Society's Contribution to Prosperous, Fair, and Sustainable Development in Energy Transition and Sustainable Land Use" to achieve the expected targets in terms of substance, communication, finance, and administration.
- Play an active role in coordination and collaboration initiatives with donors and relevant parties to develop advanced climate energy programs in the future (not limited to just leading ongoing energy projects under EU support).
- Synergize with landscape programs and other thematic (Sustainable Commodity, Sustainable Finance, No Plastic at Nature) in implementing the Climate energy program

### B. Fundraising

- Actively participate and plan to produce high quality project proposals – Programs



**C. Policy & Implementation**

- Support the Climate & Market Transformation Program Director in mainstreaming climate change mitigation and/or adaptation to the WWF Indonesia programs and projects.
- Conceptual development of planning strategies, and their adaptation to external planning
- Knowledge Management to provide external and internal support
- Providing support based on a scientific approach in project planning
- Collect and provide existing or existing information as needed, to support joint work with external parties
- Carry out development and innovation in the field of management to support landscape and stakeholder collaboration
  - Conceptual basis for landscape scale management that is integrated with the parties
  - Review of scientific literature and regional planning

**D. Leadership & Team Management**

- Lead and inspire teams, providing direction, guidance, and support.
- Foster a collaborative and customer-focused culture within the project team.
- Promote a culture of continuous improvement within the team.
- Encourage innovation and the adoption of best practices.
- Responsible for developing the human resource capacity of all staff in the team.
- Provide training and professional development opportunities for the team.
- Ensure that team are equipped with the necessary skills and knowledge to excel in their roles.

**E. Reporting**

- Prepare and present reports, both periodic reports and when requested at any time, for all activities related to the area of responsibility.
- Make a report on work results for 1 year to be reported to superiors as accountability
- Prepare and present other reports that are requested from time to time for all activities or programs related to the area of responsibility and expertise

**F. Information Security Management System**

- 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.
- 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**

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| Internal Working relationships: | <ul style="list-style-type: none"> <li>• Interact and work closely and regularly in coordination with relevant program team, GS, Grant, P&amp;C, Legal, FA and all</li> </ul> |
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|                                 | support teams. Coordinate with the Program team to ensure progress of implemented projects.   |
| External Working Relationships: | <ul style="list-style-type: none"> <li>Interact and work closely with vendors and external parties related to the project, including donors and the WWF Network Office, as required.</li> </ul> |

**V. REQUIREMENT**

In order to successfully carry out the main responsibilities mentioned above and fulfill the objectives of the organization, it is required to fulfill the following requirements:

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| Knowledge & experience                 | <ul style="list-style-type: none"> <li>Minimum Master's degree from natural resource management, government politics, or economics.</li> <li>Minimum 10 years of experience in conservation programs and experience in managing and/or involving in climate change mitigation and/or adaptation, natural resource management programs/projects in Indonesia proven experience in management or related roles.</li> <li>Have scientific-based conceptual skills/analysis in global, national and provincial issues</li> <li>Have experience working with CSO partners.</li> </ul>  |
| Technical/ specific required knowledge | <ul style="list-style-type: none"> <li>Understand the concept of Climate Change, Just Energy Transition related to climate change mitigation and adaptation, and environmental safeguarding related to climate and energy</li> <li>Project Management – Comprehensive knowledge of organizing, planning, coordinating, managing and directing administrative functions, planning processes and technology projects.</li> <li>Strategic Planning – Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.</li> <li>Supervision – Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.</li> <li>Facilitating the creation of a collaborative action plan through masterclasses programmes</li> </ul>   |
| Required Skills                        | <ul style="list-style-type: none"> <li>Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.</li> <li>Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.</li> <li>Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside organization. Effectively responds to and resolves complex inquiries and disputes.</li> <li>Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time- management methodology. Performs a broad range of supervisory responsibilities over others.</li> </ul> |





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|                   | <ul style="list-style-type: none"> <li>• Communication – Ability to communicate ideas and proposals effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.</li> <li>• Fluency in writing and speaking English is a must.</li> </ul>   |
| Core competencies | <ul style="list-style-type: none"> <li>• Passion for nature conservation and sustainable development, coupled with belief in WWF's Mission</li> <li>• Personal drive and dynamism to think practically, critically, and work independently and remotely</li> <li>• Open-mindedness &amp; receptivity to new ideas</li> <li>• Able to clearly demonstrate behaviour that aligns with our values: Courage, Integrity, Respect and Collaboration; and culture in WWF: Striving for Impact, Listening Deeply, Collaborating Openly, and Innovating Fearlessly.</li> </ul> |

VI. VALUE IN ACTION

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

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.