



JOB

National Project Manager for Peusangan Elephant Conservation Project

Aceh
February, 2025

I. JOB IDENTITY

Job Title	:	National Project Manager for Peusangan Elephant Conservation Project
Directorate	:	Forest and Wildlife Program
Direct Supervisor	:	Forest & Wildlife Program Director
Matrix Supervisor	:	Climate & Market Transformation Program Director
Scope of Work	:	National and Peusangan Corridor
Work Location	:	Jakarta with frequent trip to Aceh (Central Aceh – Bener Meriah – Bireun – Banda Aceh)

II. PURPOSE OF THE POSITION

WWF Indonesia is a leading conservation organization committed to mitigating environmental threats, preserving key biodiversity areas, and promoting sustainable natural resource management by integrating environmental, social, and economic sustainability pillars.

The National Project Manager (NPM) will be responsible for leading, coordinating, and implementing the Peusangan Elephant Conservation Project in Aceh. This role requires extensive project management experience, strategic planning, and the ability to engage with PT Tusam Hutani Lestari as main partner, BKSDA Aceh and Directorate for Ecosystem Recovery and Preservation Area of the Ministry of forestry as main government counterparts, and other key stakeholders, including National, Province, and Districts government agencies, NGOs, local communities, and international partners. The NPM will ensure the successful execution of conservation initiatives, policy advocacy, monitoring and evaluation, and stakeholder engagement to protect critical ecosystems and endangered species. He/she will also represent the project to donors and explore other fundraising opportunities to secure the financial sustainability of the project.

The post holder will be expected to own, embrace, and excel in the management of strategic partnership relationships to engage both multi stakeholders and philanthropic supporters, ensuring alignment with the organization's goals. He or she will be responsible for maturing a targeted engagement program with the WWF-Indonesia's highest-value partners and donors. The post holder will also guide a team of international and national experts and work closely with influential stakeholders to create enabling conditions to achieve long-term conservation and sustainable development outcomes in the project.

III. ROLES & RESPONSIBILITIES

A. Project Leadership and Management

- Responsible for providing all mandatory landscape & project documents (ESSF, ESMF, Landscape Strategy and ToC, Project Concept & Proposal, AWP, Result Monitoring, Risk Assessment and Mitigation plan).
- Responsible for overseeing the implementation of Peusangan Elephant Conservation project, ensuring timely and effective delivery of project outputs.
- Maintain direct access to ground teams while providing strategic oversight and guidance to the team, who reports to the Project Manager on progress, challenges, and needs.
- Oversee the development and implementation of detailed project work plans, budgets, and monitoring frameworks.



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- Ensure project milestones are achieved in alignment with WWF Indonesia's conservation goals.
- Working in close coordination with the Technical Advisers of the project to support the planning of the project under this role's responsibilities (to include implementation strategy, timeline, budget, log frame and M&E plan). This includes any other relevant team in WWF Indonesia and WWF Network, in particular working in close coordination and with the Head of Forest & Wildlife Program of Sumatra to integrate conservation objectives into the project.
- Ensure adequate and sufficient input and expertise is provided by the relevant team and expert on the conservation and sustainable financing approach.
- Demonstrate exemplary role in consistently upholding WWF's mission, policies, procedures, and the Network's values and standards including the Statement of Principles and Conservation Frameworks in all aspects of programs/projects.
- Report to Advisory Committee and coordinate with the Technical Advisers to align strategies and ensure project success.
- Promote organizational and team values and culture in all work activities.

B. Stakeholder Engagement

- Build and maintain strong relationship with PT Tusam Hutani Lestari as the main partner of the project
- Build and maintain strong relationship with BKSDA Aceh, Directorate of Ecosystem recovery and preservation area of The Ministry of Forestry as main government counterparts.
- Build strong relationships with national, provincial, and local government agencies, local communities, NGOs, private sector actors, and other key stakeholders.
- Build strong relationships with national and global donor communities.
- Facilitate and manage partnerships to support sustainable forest and wildlife protection, agroforestry businesses, and other community-based conservation efforts.
- Ensure effective communication and engagement with local communities, ensuring that project benefits are clearly understood and felt by all stakeholders.

C. Work Planning & Implementation

- Responsible for the process, quality of the Work Plan and its compliance with the project documents and landscape strategy and conduct screening for compliance with Social and Environmental safeguards.
- Routinely, in accordance with the provisions for submission to related units (WP, Budget Plan, HR Plan, Procurement Plan, ESSF and RISK Management)
- Responsible for ensuring and monitoring the implementation of the Work Plan along with the suitability of its funding allocation.
- Responsible for developing the Environmental Social Mitigation Framework, identifying risks and mitigating them, and implementing both (ESMF and Risk Mitigation).
- Responsible for ensuring the consultation and collaboration with PT Tusam Hutani Lestari as the main partner of the project.
- Responsible for ensuring the consultation and collaboration with BKSDA Aceh and Directorate of Ecosystem recovery and preservation area of The Ministry of Forestry as the main government counterparts.
- Responsible for ensuring consultation and collaboration with local governments, communities, CSO/CBO partners and universities and management authorities at the project location.
- Responsible for ensuring that grant recipients carry out activities in accordance with the project's annual work plan documents and administrative and financial standards.



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- Responsible for ensuring that data collection by grant recipients is in accordance with the guidelines and standards used by WWF Indonesia.
- Responsible for maintaining regular communication and coordination with relevant Donors and relevant WWF Network partners and WWF Communities of Practice.
- Responsible for developing scientific topic frameworks relevant to their projects and implementing them in coordination with Conservation Experts/Advisors.
- Responsible for developing ToRs for sub-grant contracts for their project implementers if available, providing quality control for sub-grant contract implementation reports, and carrying out necessary administrative management for sub-grant contracts.
- Responsible for developing procurement ToRs for the procurement of equipment/assets that may be required to support the work of their grantees.
- Consult with other Program Heads in establishing communication with donors/networks regarding projects, programs, opportunities, challenges.

D. Monitoring, Evaluation, Reporting

- Monitor and evaluate project progress, identifying challenges and implementing adaptive management solutions.
- Ensure that monitoring activities take place, as follows: monitor progress on the spend of funds allocated to the project ensuring spend is on track; monitor progress of delivery against the agreed work plans to ensure that the project is achieving their objectives; work with Head of Forest & Wildlife in Sumara to support appropriate adaptive management actions if the project is not delivering against objectives, or if there are significant changes to personnel, budgets, the political situation etc. that might compromise project performance. If necessary, raise these concerns with the Program Director, Chief Conservation Officer, and relevant senior management team in WWF Indonesia.
- Take responsibility for all reporting requirements relating to the project, ensuring timely and good quality reporting from the field (6-monthly TPRs) and internally (monthly report for Technical Advisors and any donor - specific reports as required).
- Ensure compliance with donor requirements, WWF Indonesia's internal policies, and international conservation standards.

E. Risk Management:

- Identify project risks and develop mitigation strategies to address them.
- Ensure all activities comply with WWF Indonesia's Environmental and Social Safeguards Framework (ESSF) and risk management guidelines.
- Ensure contract compliance and alert Technical Advisor and Advisory Committee to any risk factors in the delivery of the work that affects the contract or WWF Indonesia's partnership with donors.

F. Compliance

- Ensure compliance with fundraising regulations and ethical standards.
- Ensure compliance with WWF policies, values, ethical and legal frameworks.
- Work with the legal and compliance team to adhere to donor privacy and data protection requirements.

G. Team Leadership and Capacity Building

- Manage, mentor, and motivate the Landscape Project Leader and project team to achieve performance goals.



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- Build the capacity of local staff, community members, and partners to support long-term sustainability of conservation and development activities.
- Foster a collaborative, inclusive work environment.

H. Leadership and Team Development

- Lead and inspire teams, providing direction, guidance, and support to achieve performance goals.
- Assess the capacity of partners and team to implement the agreed projects, and ensure capacity is built where this is lacking.
- Promote a culture of continuous improvement within the department.
- Encourage innovation and the adoption of best practices.

I. Work Conditions

- Based in Jakarta, with frequent travel (50%) to Aceh, especially the Peusangan area.

IV. AUTHORITY

Internal Working relationships:	Interacts and works closely and on a regular basis with Technical Advisors, Forest & Wildlife Program, Climate & Market Program and teams and other relevant divisions, as well as with SMT members, managers and supporting staff as relevant. Coordinates and interacts as appropriate with WWF International and other WWF offices.
External Working Relationships:	Interacts as required with governmental institutions, donors, partners, and other stakeholders, in collaboration with the Advisory Committee and WWF-Indonesia's Team and Management, as appropriate.

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:

Required Qualifications	<ul style="list-style-type: none">• Degree in environmental science, Forestry, Conservation Biology, Natural Resource Management, Public Policy, or a related field with minimum of 15 years of experience in project management within forestry, conservation, environmental sustainability, or wildlife protection.• Proven track record of successfully developing, leading, and managing projects• Experience working with government agencies at local and national levels, including ministerial authorities, NGOs, donors, and local communities.
Technical/ specific required knowledge	<ul style="list-style-type: none">• Strong knowledge of Indonesian environmental laws, policies, and conservation strategies.• Good understanding of Conservation, Agroforestry, Forestry businesses, and sustainable development (especially forest-related biodiversity, specific wildlife conservation initiatives (e.g., Sumatran tigers, elephants, or orangutans), watershed management and climate change).• Ability to work sensitively with local communities, respecting cultural practices and local knowledge• Proven ability to manage budgets, write grant proposals, and develop strategic conservation plans.• Ability to solve complex issues related to marine conservation, community development, and sustainable financing.



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	<ul style="list-style-type: none">• Excellent communication, negotiation, and leadership skills.• Ability to work in remote field conditions and travel frequently• Fluency in writing and speaking English is a must.• Knowledge of GIS, remote sensing, and data analysis for conservation planning.• Previous experience in policy advocacy and legal frameworks related to forest protection.
Required Mindset	<ul style="list-style-type: none">• Passion for nature conservation and sustainable development, coupled with a belief in the WWF Mission.• Personal drive and dynamism.• Open-mindedness & receptiveness to new ideas.• High standards of integrity.
Required behavioral skills	<ul style="list-style-type: none">• Credible and comfortable working with senior external people.• Able to build strong relationships and drive action in a collaborative way; to engage with people driven by facts and data and those driven by feelings and beliefs.• Team builder - able to build effective teams committed to organisational goals and to foster collaboration within the team. At the same time, willing to take direct responsibility and be personally accountable for performance.• Proactive and thoughtful but results orientated – exhibiting a strong drive for results and success, while being open to discussion and persuasion.• Adaptability – able to understand the bigger picture, and demonstrate the capacity to adjust successfully to multiple demands, shifting priorities, ambiguity and change, so as to achieve objectives.• Committed to equal opportunity employment policies.• Adherence to WWF's values, which are: Integrity, Respect, Collaboration, Courage.

VI. 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 fear of failure, and we innovate fearlessly• Make bold decisions and act on them• Speak up, even when it's hard to do
<i>Integrity</i>	<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• 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.