



# Sustainable Finance Senior Coordinator

August, 2022

Jakarta

## I. JOB IDENTITY

Job Title	:	<i>Sustainable Finance Senior Coordinator</i>
Directorate	:	<i>Climate &amp; Market Transformation Program</i>
Direct Supervisor	:	<i>Sustainable Finance Program Manager</i>
Scope of Work	:	National
Work Location	:	Jakarta

## II. PURPOSE OF THE POSITION

The main function of this position is to support and co-work with the Sustainable Finance Manager (Lead) and the team to manage work and/ or projects covered in the program. The program covers works/ projects to provide capacity building and technical assistance to the financial institutions and financial regulators on ESG integration and/ or green financial solutions including sector specific such as agriculture and energy finance. The Sustainable Finance Senior Coordinator will be tasked to initiate, build, engage, advocate, maintain and enhance the sustainability performance of the targeted financial institutions towards the best practices available in the market that is based on science. The Senior Coordinator is expected to be independent and innovative, as well as reliable in maintaining the quality of work in the following supporting activities such as research, analysis, develop and refine existing material using the latest science/business case/ facts that are recognised in the market. In addition, the Senior Coordinator is expected to be able to work independently as well as a collaborative team colleague. In addition, activities such as administration, financial reporting, a neat monitoring, and reporting, develop or maintaining database, workshop/ conference/ meeting arrangement are attributive to this role.

## III. ROLES & RESPONSIBILITIES

### A. Strategy & Plan

- Have the authority to submit requests for procurement of goods to support work
- Has the authority to perform a series of activities on AWP
- To establish advocacy strategy and intervention program planning to be delivered within a project scope in the reporting year or in the strategic planning period. This needs to be complemented by a sufficient at least desktop research as the basis.

### B. Fundraising

- Looking new funding sources for the project and also actively participate and plan to produce high quality project proposals – Program

### C. Policy & Implementation

- Works with the manager to build advocacy strategy and theory of change on sustainable finance
- Create or develop the necessary baseline data to support the sustainable finance program work and propose solutions. This can be done through desktop research and mini survey.
- Develop and manage necessary material development for the financial institutions and regulators
- Presents material to the targeted financial institutions and or stakeholders
- Build and manage the progress of the engagement in transforming the targeted financial institutions and key stakeholders



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- Identify the latest key news and development on sustainable finance that needs to be given to the target financial institutions, hence the FIs always up to date with the latest development in the market.
- To identify and analyse the effectiveness of transformation changes made by the financial institutions/ regulators based on the strategy and approach applied by the sustainable finance team;
- To identify gaps and propose solutions on barriers that FIs faced in increasing the financing portfolios/ reallocating its portfolios into green projects
- To identify opportunities to expand WWF's work and networks in promoting sustainable finance at national level
- Leverage the communication tools to advance the sustainable finance advocacy to the target stakeholders.

## D. Reporting

- To regularly report (monthly, quarterly and annually) of the SP and AWP implementation and the engagement process over the set target.
- To regularly make the work plan and reporting according to the project that SC manages. Often to be done both quarterly, semester and annually.
- The Sustainable Finance Senior Coordinator makes plans and strategies for projects or programs that are carried out and then prepares annual work reports to superiors as a form of accountability.

## E. 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.
- Store important softcopy documents using media that are safe and recommended by IT. This is also not limited to granting access to data/information only to authorized persons and giving passwords to softcopy files that are critical/confidential.
- Pay attention to the transfer of confidential/critical files, both offline and online. This includes the media used, giving the password to the file to be sent, and where to store it afterwards.
- Change email passwords periodically to support email security and the data in it
- Use limited office servers or private servers to access the internet. Do not use public wi-fi when accessing critical/confidential files. This also includes staff whose laptops/work devices have critical/confidential files.

## IV. REQUIREMENT

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

- Minimum a S1 – bachelor's degree in economy, Finance, Agriculture, Energy or Law
- Minimum experience in the relevant sector at least 10 years. To have an experience in finance sector or in economics' research work, has a good writing, research and analytical skills is preferred. To demonstrate to have an innovative and adaptive mindset, has a good knowledge on specific sector such as Agriculture and Energy also a big plus.
- Following the latest development on sustainability world not limited to sustainable finance
- Having the sufficient knowledge on certain sustainable finance tools
- Ability to work both independently and in a team and ability to work proactively.



V. VALUE IN ACTION

<i>Courage</i>	<ul style="list-style-type: none"><li>• Strive for impact - we set and deliver on ambitious goals</li><li>• Take risks, despite fear of failure, and we innovate fearlessly</li><li>• Make bold 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 – we do what we say we will</li><li>• Hold ourselves and others to account for living the values</li><li>• Acknowledge and challenge our own assumptions and biases</li><li>• Take responsibility for our actions and their impact</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 others' eyes</li><li>• Treat all people equitably 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 acknowledging others' expertise</li><li>• Intentionally 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.**