

# Terms of Reference: Programmes Director, Paneco Indonesia

## **Organisational overview**

PanEco is a Swiss-based Foundation. Since 1996, PanEco has been implementing habitat and species conservation and environmental education in Indonesia and Switzerland. PanEco's largest programme is the Sumatran Orangutan Conservation Programme (SOCP), co-implemented with Indonesian-based Yayasan Ekosistem Lestari (YEL) under Memoranda of Understanding with the Indonesian Ministry of Environment and Forestry's Directorate General of Nature Resources and Ecosystem Conservation. For over 20 years, PanEco and partners have worked on all aspects of orangutan conservation in Sumatra. Our vision is secure wild orangutan populations and healthy, sustainable ecosystems. Our mission is saving and protecting captive and wild Sumatran and Tapanuli orangutans and their rainforest habitat, through science-based conservation, establishing new wild populations, advocacy, education and awareness building.

PanEco is now developing a new team in Indonesia to optimise its programme management and strengthen conservation impact. The new team will include technical specialists in the fields of conservation and sustainable development and, in addition to ongoing management of current programmes, the team will also function as a think tank, working with local stakeholders to develop concepts and programmes for integrated conservation and sustainable development, with the goal of catalysing orangutan conservation efforts and supporting community livelihoods in Sumatra.

## **Programmes Director, PanEco Indonesia**

### **Role**

Based in Medan, North Sumatra, Indonesia, and working as part of a small, internationally-dispersed team, the Programmes Director, PanEco Indonesia will lead the development of new programmes and teams, and oversee the operational and technical implementation of existing programmes. This position will be a key role within PanEco and a central communication point between its Indonesian programmes and its international team. The Programmes Director, PanEco Indonesia will lead collaboration with partners in the region and work effectively and closely with the Director, PanEco Indonesia, the SOCP Conservation Director, PanEco's Directors, Technical Advisor and Programme Development Manager, across all areas of responsibility.

### **Main responsibilities**

*Phase 1 – Development of the new PanEco Indonesia programme (12 months)*

- Play a key role in the establishment of the new PanEco team in Indonesia, including the recruitment of technical specialists and administrative personnel in close collaboration with PanEco's Director.
- Oversee the implementation of strategy and new programme/project development processes, incorporating current best practices and bringing an up-to-date contextual understanding of Indonesian conservation opportunities, challenges and needs.
- Develop and maintain good communication and working relationships with relevant stakeholders including government, implementation partners, other CSOs/NGOs, academia, and the private sector.

## *Phase 2 – Programme Management of PanEco Indonesia*

- Oversee the operational implementation of the SOCP and other PanEco programmes in Indonesia.
- Line-manage the PanEco Indonesia technical team and oversee technical implementation of PanEco programmes in Indonesia.
- Lead work planning, reporting and other operational cooperation with government partners.
- Lead collaboration with implementing partners to ensure effective partnerships, impactful work planning and delivery, and sound financial management of restricted funds.
- Oversee monitoring, evaluation and learning.
- Ensure the wider PanEco Indonesia team is kept well informed about programme progress and challenges.
- Support programme development and external reporting and communications.

### **Qualifications and experience**

- 10+ years senior management experience in conservation at an international NGO, donor programme or similar
- Experience in managing complex, multi-partner, high-value/profile projects in Indonesia
- Strong leadership skills and a proven track record in effective project management
- Experience of a managing relationships with conservation partners and stakeholders
- M.Sc or Ph.D. in a conservation/environment related field
- Budget and financial management experience
- Entrepreneurial mindset
- Experience of, and enthusiasm for working within a multi-cultural context
- Excellent technical writing skills and a sophisticated IT user
- Good written and verbal communication skills in both English and Bahasa Indonesia

### **Location**

The position will be based in Medan, North Sumatra, Indonesia. Remote working part of the time is possible subject to negotiation. With regular travel to project locations within Indonesia and occasional international travel.

### **Contract type**

Full-time, 12 month initial contract, permanent role subject to review

### **Salary & Benefits**

- Salary negotiable and commensurate with experience
- Accommodation allowance
- Private health care plan

We welcome applications from national and international candidates. Please send a CV and covering letter (in English) highlighting your motivation and experience relevant to the role, and include an indication of your salary expectations, no later than July 31st to [irena.wettstein@paneco.ch](mailto:irena.wettstein@paneco.ch), "Programmes Director, PanEco Indonesia" in the subject field.

