PanEco

Terms of Reference:
Programme Manager Indonesia, Switzerland, 80%

Location: Switzerland
Starting: 1. September 2022
Contract: 1 year contract as a start with the option to a permanent position

Organisational overview

PanEco Foundation (PanEco) is a non-profit NGO with headquarters in Berg am Irchel, Switzerland. PanEco runs three main programmes built over the last 25 years; two conservation programmes in Switzerland and a multi-faceted nature and species conservation and environmental education programme in Indonesia. A range of collaborative projects and programmes are ongoing in Indonesia, including three environmental education centres and three large-scale, landscape conservation coalition programmes run in collaboration with a suite of local and international NGO partners. Furthermore, PanEco co-founded and has co-implemented the Sumatran Orangutan Conservation Programme (SOCP) since its outset. The SOCP is now implemented through local partner Yayasan Ekosistem Lestari (YEL), it's goal is the conservation of orangutans in Sumatra through protection of wild orangutan populations and forest habitat, the establishment of new viable populations, increasing scientific understanding of wild orangutans, and changing public perceptions of wildlife conservation, sustainable development, and natural resource management.

PanEco has recently changed its working structure in Indonesia and is now building up project management resources in Switzerland.

Role

This is a 80%-position based in Switzerland working as part of a our team in the headquarter in Switzerland and in close cooperation with PanEco colleagues in UK and Indonesia, reporting to the PanEco Co-Directors.

The Programme Manager, Indonesia oversees and coordinates the effective and efficient implementation of specific PanEco projects and programmes that are part of a wider portfolio of conservation and environmental education work in Indonesia, currently situated

in Sumatra, Java and Sulawesi. The Programme Manager, Indonesia will work closely with our local implementation partners and the Programme Manager, Landscape Conservation; who oversees and coordinates implementation of PanEco's landscape-focused conservation programmes in Sumatra. It is foreseen that the Programme Manager, Indonesia and the Programme Manager, Landscape Conservation will be able to deputise for each other as and when needed.

Main responsibilities

Project and programme management

- Proactively oversee and coordinate the full project cycle for specific PanEco projects and programmes in Indonesia, working collaboratively with implementation partners and other PanEco staff, this includes:
    - Monitoring, evaluation, learning and reporting (internal and external) of established projects and programmes
    - Financial tracking and budget management
    - Development and/or improvement of project management tools (e.g., logframes) and other documentation, monitoring and evaluation frameworks, and reporting frameworks
    - Design, planning and budget development for any new work

Fundraising and communications

- In close collaboration with the PanEco Co-Directors, the fundraising department and the Programme Manager, Landscape Conservation develop proposals for new projects within the Programme Manager, Indonesia's portfolio
- Identify new, suitable funding opportunities
- Actively manage relationships with current key donors for projects within the Programme Manager, Indonesia's portfolio
- Work closely with the communication and fundraising team in Switzerland to contribute to communications strategies and produce programmatic communications materials

Partnership management

- Manage relationships with implementation partners
- Actively work to build and develop capacity of implementation partners

Other

- In close collaboration with the PanEco Co-Directors, support the development of the long-term strategy and thematic orientation of PanEcos programmes and projects in Indonesia, and input to wider PanEco programming.

- Deputise for the Programme Manager, Landscape Conservation as needed.

Qualifications and experience

- A Master's degree (or relevant combination of education and experience) in biology, environmental science or management, climate science, or related fields
- A minimum of 5 years experience managing complex, multi-stakeholder projects, preferably conservation and/or development field programmes
- Proven team player able to work effectively across cultures and within and across organisations
- Strong intercultural communication skills, ideally with working and/or living experience in Indonesia (strongly desirable)
- Excellent planning and organisational skills with good knowledge of the tools of project cycle management, ability to work in a dynamic environment, meet deadlines, and manage multiple demands
- Demonstrated problem-solving skills and ability to build on existing knowledge to develop new approaches
- Experience in writing convincing technical proposals and reports to institutional donors as well as the ability to break down complex programmes into simple but accurate programme proposals for less technical donor foundations or private donors.
- Fluency in English and German; working knowledge of Bahasa Indonesia a strong advantage
- Work permit Switzerland

Location

The position will be based in Berg am Irchel, Switzerland. Remote working part of the time is possible. With regular travel to Indonesia (3 times a year, around 6–9 weeks in total).

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, "Programmes Director, PanEco Indonesia" in the subject field.

Application

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, "Programme Manager Indonesia" in the subject field.