

Program Officer Natural Resources

(Position Code: PONR - 2025)

The Officer will be responsible for management of key programs which include developing new programs related to natural resources management and democracy, the delivery of capacity building programs for partners, activists and advocacy works as well as implementing project.

Qualifications:

- Educational requirement: Masters is strongly preferred. Alternatively, completion of Bachelor Degree, preferably in Development Studies or Social Sciences, or related field.
- Excellent written, verbal, research, analytical and communication skills.
- Having a minimum of five years experiences working on issues of natural resources, climate change, energy transition and democracy issues, implementing activities related to natural resources or related field, experience in training and drafting reports and other materials required, experience in grants management and international development projects.
- Previous experience working in donor agency and/or NGO is highly desirable.
- Ability to work under pressure, organize and prioritize workload and meet multiple deadlines.
- Fluent English language skills are required.

Key Tasks and Responsibilities:

Capacity building:

- Organize and conduct workshops for partners and activists on a range of natural resources, including in building partners' capacity in project management.
- Support in the production of training modules and resource materials.
- Build and maintain relations with partners, activists and policy makers.

Advocacy:

- Conduct regular assessment on natural resources management (for example; sustainable management of forests, coasts and small islands, as well as just energy transition in the face of climate, energy and food crises) and democracy situation in Indonesia.
- Occasionally, draft reports and briefs on natural resources and democracy issues in Indonesia.
- Liaising with relevant policy makers, government officials, donors, partners, other CSOs and activists to promote attainment of access to justice for all.

Program Management and Administrative:

- Prepare project appraisals and organizational assessment for each potential and ongoing partners.
- Monitoring and evaluation of projects and program.
- Develop new programs for potential cooperation with other organizations.
- Annually prepare budget plan and regularly report on the budget.
- Organize training sessions and visits.
- Draft reports for Tifa Foundation's Boards and donors.
- Organize and maintain records as required.
- Coordinate regularly with project partners and provide them with strategic advice to support the planning, implementation, and reporting of project.

Communication:

- To some extend the Officer will need to support the drafting of external communications materials including press releases, blogs and briefings.
- Support the communication strategy by creating content for website, newsletters and social media.

This position is full-time position, with 1 (one) year fixed term initial contract. The extension will be subject to job performance and the availability of the budget.

- Closing Date of Application: **February 19th, 2025.**
- Please e-mail us your Application Letter and your Latest CV/Resume to:
recruitment@tifafoundation.id
- **Please put Position Code as subject of your e-mail.**