



Climate and Land Use Alliance

Cultivating solutions for people and the planet

**POSITION ANNOUNCEMENT:
Program Associate Consultant
Indonesia Initiative
Climate and Land Use Alliance**

Location: Jakarta

Position: Full-time consultancy

The Climate and Land Use Alliance (CLUA) is a collaborative of foundations seeking to realize the potential of forests and land use to mitigate climate change, benefit people, and protect the environment. The CLUA member foundations are the ClimateWorks Foundation, the David and Lucile Packard Foundation, the Ford Foundation, the Gordon and Betty Moore Foundation, and the Good Energies Foundation. The Margaret A. Cargill Philanthropies also award grants in alignment with the CLUA strategy. By bringing together our resources and diverse expertise, CLUA supports policies, practices, and partnerships that halt and reverse forest loss, advance sustainable land use and development, and secure the rights and livelihoods of Indigenous and forest communities. For more information, please visit www.climateandlandusealliance.org.

The Indonesia Initiative at CLUA aims to reduce emissions from Indonesia's forests and peatlands in ways that secure Indigenous Peoples' land rights, enhance local livelihoods, and contribute to sustainable development.

Position Description

The Indonesia Initiative Program Associate Consultant plays a key administrative and program support role on the Indonesia team and is responsible for budget management for the Initiative, implementation of monitoring, evaluation and learning systems, as well as grantee support, capacity building and technical assistance.

The Program Associate Consultant must be able to work independently and possess strong organizational and interpersonal skills. This includes working remotely with team members located in different geographies. The Program Associate Consultant will report to the Lead Consultant for the Indonesia Initiative and coordinate with diverse stakeholders across the Alliance, including other Initiative teams and Operations team members, as well as with external stakeholders including other funders and grantee partners.

Location

This position is based in Jakarta. The position will require work across multiple time zones, and with close collaboration with international colleagues.

Primary Duties & Responsibilities

The Indonesia Initiative Program Associate Consultant is primarily responsible for the following duties, as well as others as assigned:

- **Budget Management**, including:
 - Support the Indonesia Initiative Lead Consultant in managing the Initiative budget.
 - Maintain multi-year payment schedules and monitor funding sources balances.
 - Support the team with tracking annual grant and contract projections.



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- Communicate with CLUA Operations staff regarding budget information as well as grantmaking deadlines and plans.
- **Grantmaking and Grantee Technical Assistance**, including:
 - Support the Indonesia Program Consultants with grants and contracts by coordinating with grantee partners and contractors to submit necessary application materials and providing guidance during the application process, as necessary.
 - Assist grantees and contractors with grant/contract management issues and progress reports, including reviewing progress reports for completeness and alignment with CLUA guidelines.
 - Provide technical assistance to grantees who would benefit from capacity building in areas such as finance and project implementation, including holding virtual informational meetings with grantees regarding CLUA grant requirements as well as conducting site visits.
 - Track and monitor grant implementation periods as well as grantee progress report submissions and approvals in consultation with the CLUA Operations team.
 - Develop and prepare background and meeting materials for site visits and grantee and stakeholder convenings.
 - Work with CLUA Operations team to accurately maintain grant and contract data in CLUA's grants management database, Fluxx.
- **Monitoring, Evaluation and Learning**, including:
 - Work with the Indonesia Initiative Lead, Program Operations Manager and Indonesia Program Consultants to support the implementation of CLUA-wide systems for monitoring, evaluation, and learning.
 - Develop and maintain systems for organizing Indonesia Initiative information and documents to facilitate knowledge sharing, including coordinating with CLUA Program and Operations staff to standardize applications and approaches when appropriate.
 - Ensure that Indonesia Initiative files are organized and current.
 - Produce reports and presentations on grantmaking portfolio as requested.
- **Additional duties**, including:
 - Contribute to strategic planning processes, development of annual workplans, and team meetings.
 - Undertake research and special projects, such as locating and synthesizing information, and responding to requests for information.
 - Engage effectively with staff at all levels of the organization to complete tasks on time while also contributing to a highly collaborative, transparent, and mutually supportive sense of team.
 - Monitor deadlines, follow up on delegated tasks, and provide appropriate reminders.

Preferred Experience & Competencies

Applicants will ideally have many of the following competencies and some of the following experience:

- 4+ years previous experience working in a program-related support capacity with emphasis on finance and projection administration
- A Bachelor's degree or equivalent experience in a relevant field
- Strong proficiency with budget management and financial best practices



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- Experience with data collection, analysis, and reporting
- International work or lived experience or previous experience supporting teams working internationally
- Strong oral and written communication skills in both English and Indonesian Bahasa
- Demonstrated sensitivity to the needs and concerns of individuals and communities from diverse cultures, backgrounds, and orientations
- Strong writing skills and ability to draft materials tailored for a range of audiences
- Strong computer skills with a high degree of proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint), Google Suite (Drive, Docs, Forms, Sheets), and Dropbox
- Previous experience with grants management databases or Fluxx preferred
- Experience with task management and/or data visualization apps (e.g. Slack, Miro, Asana)
- Outstanding administrative and organizational skills including experience drafting correspondence, scheduling, and record keeping
- Self-motivated, takes initiative, persistent, dependable, and able to work effectively and efficiently with minimal supervision
- Creative, resourceful, and professional approach to work
- Ability to work under pressure, prioritize, and be flexible
- Ability to adhere to confidentiality, handle sensitive matters with discretion, and strong emotional intelligence to facilitate relationship building across CLUA
- Adaptability and excellent judgment when communicating with grantee partners in the context of specific technological needs and security concerns
- Experience working in diverse, equitable and inclusive work environments, inclusive of experience in anti-racist/anti-colonial work, and commitment to justice and equity work
- Experience coordinating and creating collaborative environments among organizations preferred

Equal Opportunity and Access

Equal employment opportunity and having diversity amongst our staff and consultants are fundamental principles at the Climate and Land Use Alliance (CLUA), where consultant selection, employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. CLUA does not discriminate against formerly incarcerated individuals.

Application Process

All interested candidates are encouraged to **apply as soon as possible**. CLUA will complete an initial review of applications received by January 6, 2023, and on a rolling basis thereafter until the position is filled. To be considered, [please apply online](#) and submit a cover letter and resume in English.