

Functional area: Programme Management	Grade: A2L
Type & Duration of Contract: Fixed Term Contract from November 2017 till March 2019 with possible extension.	Specialist/Advisory? Generalist, Program Management Cadre
Reporting to: Head of the UK Climate Change Unit (UKCCU)	HCS/SAIC/either: Staff Appointed In Country (SAIC)
Security Clearance Required: Baseline Personal Security Standard	Location: Jakarta, Indonesia

Background	<p>Indonesia is the world's fifth largest emitter of Green House Gases. Working to reduce GHG emissions in Indonesia is global public good and is of particular importance to DFID as the effects of climate change disproportionately impact the poorest. As an archipelagic state with extensive low-lying areas, plentiful fossil fuels and the third largest tropical forest in the world, Indonesia is not only a leading contributor to climate change but one of the more vulnerable. A recent study found that 82% of Indonesia cities, where a great majority of the population live, are at high risk of disasters. And by some estimates Indonesia could lose over 2,000 islands to rising sea-levels within 30 years.</p> <p>In 2009, Indonesia committed to reduce GHGs emissions by 26% against 'business as usual' by 2020 through domestic efforts, and an additional 15% (to 41%) with international support. UK viewed this as a very progressive commitment from a developing country and established the UK Climate Change Unit (UKCCU) in part to support it.</p> <p>In September 2015 the Government published its revised Intended Nationally Determined Contribution (INDC) ahead of the UN climate negotiations in Paris in December 2015. This set a target of reducing emissions by 29% by 2030. The INDC stresses the importance of an integrated approach embracing adaptation, mitigation and disaster risk reduction to achieve climate resilience in food, water and energy.</p>
Key Accountabilities and responsibilities	<p><u>Responsibilities of Division</u></p> <p>The UKCCU brings together UK policy, finance and development expertise to help Indonesia meet its national climate change objectives and play a progressive role in international climate negotiations. The unit is focussed on delivering governance programmes on forestry and land use change and on policy work supporting Indonesia on climate change issues. To deliver these priorities in Indonesia, the UKCCU works with London colleagues based in DECC, DEFRA, DFID and the FCO. The unit is located in the British Embassy in Jakarta.</p> <p>The UKCCU works through partnerships with the Government of Indonesia, national and international civil society organisations, the private sector, and with bilateral and multilateral partners. Papua is important for climate change as it has the third largest extent of tropical rainforest in the world.</p> <p><u>Responsibilities / role of Papua Programme Manager</u></p> <p>The post-holder will work in the British Embassy, Jakarta reporting to the Head of the UK Climate Change Unit (UKCCU). S/he will help manage UKCCU's programmes in Papua working closely alongside the national and provincial governments.</p> <p>The key responsibilities are:</p> <ul style="list-style-type: none"> - Manage and Co-ordinate UKCCU's climate and sustainable development projects in Papua ensuring that any synergies are between them are realised, and that any new opportunities for climate change and sustainable development projects are identified. - Liaise with key government partners, national and provincial, ensuring UKCCU is completely

	<p>aligned with Indonesian government policy, as well as with other donors and development partners.</p> <ul style="list-style-type: none"> - Write briefings on development topics in Papua and act as Information Manager on Papua development programmes. - Help UKCCU deliver successful Papua related meetings or events. - Travel to Papua as required.
Expected profile	<p><u>Qualification</u> The successful candidate will be expected to hold a Master's degree in social sciences or science, management or development studies.</p> <p><u>Skills and Experience</u> The successful applicant will be expected to demonstrate:</p> <ul style="list-style-type: none"> • This broad ranging post requires a highly motivated individual, who is able to work under minimal supervision, with at least 3 years of project and/or programme planning, and implementation, or other development related work, preferably in an international organisation; • Excellent writing and speaking competence in English and Bahasa Indonesia; • Excellent communication and presentation skills; and • Be able to work effectively in multi-disciplinary, mixed nationality teams. Good organisational and interpersonal skills are necessary. • Knowledge on Papua is desirable.
Ways of Working	<p><u>Level of stretch in posting</u> Particular areas of stretch in the post include working autonomously in a politically-sensitive and dynamic environment, demonstrating diplomatic skills and strong ability to build and maintain relationships with diverse actors; liaising with and reconciling diverse interest groups, including the Government of Indonesia at national level and provincial government of Papua; aligning domestic and international agendas around climate change (particular in relation to the land use sector), demonstrating the resilience, initiative, contacts and skillsets required to succeed in this challenging and interesting working environment.</p> <p><u>Typical hours</u> The standard working day at the Embassy in Jakarta is 7:30am – 4pm. The UKCCU is a very busy team and is working to enable central spend as well as local bilateral spend. As we are 6 - 7 hours ahead of the UK – this means we occasionally have to work later in order catch the UK working day.</p>
Additional Notes	We will support the role holder to build their own capability in programme management and will consider other training requests on a case by case basis.

Job Specification Civil Service Competencies

Applications will be assessed on the basis of evidence provided against the various competencies. To ensure a successful application it is important that all sets of competencies are adequately addressed in your competency statements. It is therefore strongly advised that you read the Civil Service Competency Framework, which provides more detailed guidance on how the competencies are defined and the standards expected at the A2L grade. Applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples for the competency section.

Generic Competencies - top 6 civil service and international competencies	Refer to Civil Service Competency Framework In this Job, this means...
1. Leading and Communicating	Level 3
2. Delivering at Pace	Level 3
3. Collaborating and partnering	Level 3

4. Seeing the Big Picture	Level 3
5. Changing and Improving	Level 3
6. Engaging internationally	Level 3

The Programme Co-ordinator will have experience of the following Programme Delivery competencies in addition to the generic competencies:

Professional/Technical competences - Programme Delivery Capability Framework	In this job, this means..... Refer to DFID Technical Competency Framework
1. Project Management	Working level - This competence is about understanding and managing the activities and resources relevant to each stage of the DFID programme delivery cycle.
2. Engages Others	Working level - This competence is about establishing effective relationships, and, when needed, being able to communicate, influence, negotiate and manage stakeholder relationships in support of programme objectives.

To Apply	<ul style="list-style-type: none"> ▪ Completed DFID Job Application Form and up to date CV (not more than 3 sides) should be sent to AsiaHRHubRecruit@DFID.gov.uk. Please note applications without the DFID Job Application form and CV will not be considered. ▪ While applying for the position the Subject header should read as – A2L Papua Programme Co-ordinator (Reference ID: PCA2LSI-TO107ID). All applications need to have Reference ID in subject line of their email. ▪ Late applications <u>will not</u> be accepted. ▪ To access DFID Job Application form and Competency Framework, please visit the link below: https://www.gov.uk/world/organisations/uk-climate-change-unit/about/recruitment ▪ The appointment will be subject to Police Verification and other checks including references, educational and professional and medical clearance. ▪ No accommodation or relocation expenses are payable in connection with this position. ▪ You must have or be able to obtain work authorization for Indonesia in order to apply. <p>Please note that only those applicants selected for interview will be contacted. Shortlisted candidates should be available in November/December for next stage of the recruitment process. The selection method will comprise of Paper Application Review, Written Assessment, Presentation and Interview.</p>
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Salary Range and Benefits	<ul style="list-style-type: none"> ▪ The appointment will be under local terms and conditions and subject to security clearance. The salary range for A2L level is IDR 36,503,198 – 56,525,379 per month. The successful candidate will be offered a salary within this range commensurate with their qualifications, experience and last drawn salary. ▪ The British Embassy offers a good working environment and, as a preferred employer, DFID offers broader benefits beyond the financial compensation which include: <ul style="list-style-type: none"> ▪ The opportunity to grow in an intellectually stimulating environment. ▪ Professional development opportunities for Learning & Development. ▪ Opportunity for work life balance and flexible working arrangements including annual leave, compressed work week and compensatory time off for travel. ▪ Comprehensive medical and accident insurance. ▪ Become part of the British Government overseas with access to career opportunities across all of our operations in Indonesia and further afield. ▪ Working in an international environment.
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Last date for receiving applications	Friday, 17th November 2017, 23:59 hours (WIB)
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