

JOB VACANCY: DEPUTY HEAD OF PROGRAM

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: PKWT

BACKGROUND INFORMATION

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district government under APKASI which was formed and managed by the district government in order to realize sustainable development that protects the environment and improves the welfare of the community through mutual cooperation. Since its establishment in July 2017, LTKL has had 9 (nine) member districts in 6 (six) provinces in Indonesia and works side by side with 26 global, national & regional multi-stakeholder networks of partners who join voluntarily to achieve common goals. Based on the results of the Declaration on the Sustainable District Vision in 2021, member districts are committed to working together with cross-sectoral parties to protect at least fifty percent (50%) of the total important ecosystems within the district's jurisdiction, through an approach that ensures at least 1 million families live within the district. and/or around important ecosystems within the district can improve their welfare.

PURPOSE OF THE ROLE:

Secretariat LTKL is currently seeking a Deputy Head of Program position. The position is a highly visible executive position that develop and execute the overall strategic plan of the institution. The Deputy Head of Program leads and supervise the implementation of Program unit to ensure the programmatic work is consistent with LTKL vision and mission. The Deputy Head of Program works under the supervision of the Head of Secretariat and collaborates closely with other Deputies to synergies program and implement successful fundraising strategy. In day-to-day activity, the Deputy Head of Program plays a pivotal role in realizing the ambitious aims of multi stakeholder-related activities; and to ensure that the implementation of each strategy is able to achieve growth in the number of people engaged with LTKL.

PRIMARY RESPONSIBILITIES & DUTIES:

1. Strategic Planning:

- Design an overall strategy for LTKL Sustainable Business Units, Regional Planning & Policy Unit, as well as the Members Governance Unit with the aim of co-creating public and private incentive access for districts, districts capacity building, and connecting a network of partners to support the districts in meeting their sustainable land use commitment by also taking into account LTKL strategic engagement and long term goals.
- Identify annual key performance indicators (KPIs) and metrics for all Program units to measure the success and effectiveness of the program.
- Continuously assess and refine strategies to adapt to the dynamic business landscape and ensure sustainability and growth.
- Establishing and maintaining effective working relationships with other units within the organization to ensure that the organization's objectives are met.

2. Managerial and supervision duties:

- Lead and supervise and provide an overall strategic direction and leadership to the Policy & Planning Unit, Sustainable Business Unit, and Multistakeholder Forum Unit, providing direction, guidance, and performance feedback.
- Provide guidance and mentorship to unit heads, fostering a collaborative and high-performing team culture and efficient workflows.
- Represent LTKL in external events, conferences, professional associations, and other public venues.
- Manage the development of target and goals, work plan and budget plan, and utilization of resources based on organization strategy and target; monitor and evaluate work process, financial management, and utilization of resources in deputy; to ensure the target, plan, and budget in deputy are in line with organization target and plan.

3. Sustainable Business Unit:

- Designing and overseeing the implementation of LTKL Sustainable Business Units strategy with the aim of co-creating and incentive access for the districts, facilitating the districts capacity building, and connecting a network of partners to support the districts in meeting their sustainable land use commitment by also taking into account LTKL strategic engagement and long-term goals.
- Identify opportunities for partnerships and collaborations to enhance the impact of sustainable business efforts.
- Ensure connectivity district readiness with potential investors and buyers in sustainable business (small-medium and large-scale investment).

4. Members Governance:

- Overseeing the implementation of members governance unit document to ensure the alignment of LTKL target 2030 with multi-stakeholder's processes, including methods, approaches, stakeholders' engagement
- Monitor and evaluate LTKL district member engagement progress.

Qualification:

- Minimum Master Degree in Business Administration, Public Policy, Business or related fields.
- Minimum 10 years of professional experience in related field; 6 years' professional experience related to one of the designated units is an advantage.
- A proven track record of developing and delivering outputs that are relevant with the units supervised under the Deputy of program is an advantage.
- Able to process complex information and communicate it in a clear and compelling way.
- Strong relationships with both local and national government institutions.
- Advanced project management skills and demonstrated success in building and maintaining relationships with senior executives.
- Experienced in managing confidentiality, cultural sensitivity and diversity.
- Strong facilitation skills; works with others in a collaborative and solutions-focused manner to achieve win-win outcomes

WHAT WE OFFER

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after 90 days program.
- Ability to work from home and from the office from time to time.
- Good maternity and paternity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.
- Opportunity to work alongside LTKL Board of Advisory, District Leads and diverse team from all over Indonesia.

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2025-2026 with a 90 days program as a consultant.

2. Reporting:

The Deputy of Program shall report on a regular basis to the LTKL Head of Secretariat. He or she shall also work collaboratively with the Deputy Head of Institutional Building and the Deputy Head of Program on a daily basis.

3. Duty Stations:

The Deputy of Program is stationed in Jakarta, with regular travel to LTKL district member areas and other stations as assigned by the Head of Secretariat.