

## CAREER AT HUTAN HARAPAN

1. DEPUTY DIRECTOR OF OPERATIONS (DDO)
  2. CONFLICT RESOLUTION COORDINATOR (CRC)
  3. BIODIVERSITY- FAUNA OFFICER (BFO)
  4. DATABASE AND KNOWLEDGE MANAGEMENT COORDINATOR (DKMC)
- HUTAN HARAPAN - PT RESTORASI EKOSISTEM INDONESIA**

### Background

Hutan Harapan is an Ecosystem Restoration Concession granted by the Ministry of Forestry (now the Ministry of Environment and Forestry – MoEF) to PT Restorasi Ekosistem Indonesia (PT REKI) with an area of 98,555 Ha. As one of the Sumatran Lowland Forest ecosystems, Hutan Harapan has a high biodiversity which includes 1311 species of flora and 620 species of fauna. A total of 43 species of flora of which are endemic to Sumatra, 10 are protected species, and 46 species are on the IUCN red list because they are classified as vulnerable, endangered or critical. For example, four key species in Hutan Harapan that are on the IUCN red list are the Sumatran Elephant (critically endangered), Sumatran Tiger (critically endangered), Agile Gibbon (endangered), and Ivory Hornbill (critically endangered). Hutan Harapan is home to approximately 250 Batin Sembilan families and 300 Malay families.

Hutan Harapan's vision is: "Restoring Indonesian Forests for Future Needs". To achieve the vision, Harapan mission statement is: (1) to protect and restore productivity services and ecosystems of Indonesia's natural forests; (2) sustainably manage forest resources in harmony with nature and community needs; and (3) collaborating with various /strategic partners by demonstrating innovative techniques and unique business. To support this vision and mission, Hutan Harapan has established four program pillars which are also the mandate of the Ministry of Environment and Forestry, namely area stabilization, rehabilitation of the economic value of production forests, empowerment and socio-economic development of the community, and restoration of selected flora and fauna habitats. The activities are forest protection, community partnership, research, planning and monitoring, forest restoration and conservation, business development and corporate communication.

To support Hutan Harapan's efforts in realizing the vision and mission mentioned above, Hutan Harapan needs:

1. A Deputy Director of Operations (DDO) to ensure that the daily operations meet government obligations, donor outputs, support business development and company goals.
2. A Conflict Resolution Coordinator (CRC) to handle conflicts responsively, community engagement, transform conflict to business partnership opportunities with using the Forestry Partnership Scheme.
3. A Biodiversity Officer-Fauna (BFO) to support fauna monitoring and animal conservation activities that support the achievement of the restoration and ecosystem work plan program
4. Database and Knowledge Management Coordinator (DKMC) to implement the data management strategy of Hutan Harapan.

## 1. Deputy Director of Operations (DDO)

### 1.1 Job Overview DDO

Title	: Deputy Director of Operations
Department	: Board of Directors
Reporting to	: Director of Operations
Subordinates	: All Managers

The Deputy Director of Operations will support the Director of Operations to manage the daily operations of Hutan Harapan and directly report to Director of Operations, and to the President Director if DDO is off duty. The Deputy DDO will also coordinate the responsibilities of all managers, synthesize and compile reports to be submitted to the President Director and Operations Director to fulfill PT REKI's government obligations, mandates from the Board of Patrons/ Board of Management, and support proposal and business development to ensure long term sustainability of Hutan Harapan.

### 1.2. Main Tasks

1. Support the Director of Operations in leading, managing and coordinating the company's operational activities in accordance with obligations of ERC-PBPH (Forest multi-business/ Utilization License).
2. Support the Director of Operations to ensure the implementation of Ten Year Plan (RKU) and Annual Work Plan (RKT) both in South Sumatra by collaborating with managers/ assistant managers.
3. Support the Director of Operations in planning, monitoring and evaluating budget and human resource management, and ensuring various operational aspects are in accordance with applicable laws and regulations.
4. Develop the company's organizational capacity through capacity building and provision of technical guidance to managers and Hutan Harapan staff to achieve company goals and targets, especially to conduct planning and reporting, business development and community partnership.
5. In consultation with the President Director and Director of Operations, to develop and manage strategic communication and coordination with the government, strategic partners, and key stakeholders at the provincial and district levels to support the company's operations and Hutan Harapan's strategic programs.
6. Lead and coordinate the development of operational plans and the preparation of periodic company reports in accordance with the rights and obligations of the IUPHHK-RE.
7. To support the DDO and managers to develop annual plans and budgets and monthly reports for submission to the President Director for approval.
8. Support the President Director and Director of Operations to coordinate the programs and activities of Hutan Harapan periodically with Burung Indonesia, Partners (RSPB, BLI, and NABU) and other strategic partners of Hutan Harapan.
9. To support the DDO to provide regular reports to President Director, donors, the Board of Patrons/ Board of Management, and Government Obligation.
10. Other tasks relevant to the management of Hutan Harapan assigned by President Director and DDO.
11. Directly report to the President Director if the DDO is on duty.

### 1.3 Authority

1. Using and optimizing various resources Hutan Harapan to support the company's operations in accordance with company policies and procedures.
2. Support the DOO on the technical direction in all operational matters regarding implementation and planning of activities annually.
3. Support DOO to manage all managers in daily operations, and responsible for all daily operations if DOO is off duty.
4. Support the President Director and DOO on matters related to operational direction and policies.

### 1.4 Qualifications

1. Minimum bachelor's degree in forestry, agriculture, plantation, management, business administration, and/or other relevant fields. Master Degree Preferred.
2. Work experience in a forestry company, ecosystem conservation and restoration, and/or natural resource management for more than 7 years, and preferably having held a manager position for at least 3 years.
3. Have an understanding of forestry and environmental corporate governance.
4. Have experience in leading and managing programs and activities at the site level.
5. Have leadership skills with integrity, adaptation, and responsiveness to work dynamics.
6. Have the ability to strategically analyze and make decisions quickly and accurately.
7. Able to coordinate, monitor and evaluate all aspects of the company's operations.
8. Able to compile reports on achievement of activities and identify company opportunities and challenges.
9. Excellent in speaking and writing, both Indonesian and English.

### 1.5 Performance Indicators

1. All managers work collaboratively to reach all donors' outputs, government obligations and company goals.
2. Implement the Ten Year Plan and design annual work plan documents and company work implementation reports to be approved by President Director.
3. The implementation of departmental tasks and the achievement of company targets in accordance with the company's RKU and RKT, as well as programs and activities that have been planned.
4. Compilation of strategic documents and monitoring, evaluation and learning (Monitoring, Evaluation and Learning - MEL) tools that are used effectively by the company.
5. Established good communication and coordination between companies and the government, strategic partners, business people, communities and related parties in the Hutan Harapan area.

### 1.6. Time, Place and Implementation of Activities

The job is based at the Hutan Harapan basecamp. The Deputy DOO is expected to work from the basecamp for 22 days, followed by 8 days off in a one-month period.

Please send your application and CV to email : [fajar.s@hutanharapan.id](mailto:fajar.s@hutanharapan.id) and [wati@hutanharapan.id](mailto:wati@hutanharapan.id) with 3 references by mentioning your position code no later than 30 May 2022.

## 2. Conflict Resolution Coordinator (CRC)

### 2.1 Job Overview

Title	: Conflict Resolution Coordinator
Department	: Community Partnerships and Livelihoods
Reporting to	: Manager Community Partnership and Livelihoods
Subordinates	: Community organizer/Officer

### 2.2. Main Tasks

1. Managing conflict resolution team and responsive handling conflict resolution to achieve a social partnership scheme and improve livelihood of community;
2. Engaging local communities or communities adjacent to support restoration with the community[
3. Conducting the process of resolving tenure conflicts (conduct conflict assessment, develop conflict resolution map, facilitate meeting/negotiation/mediation, drafting a partnership agreement, and monitoring and evaluation forest partnership agreement);
4. Establishing a good relationships with community, building trust, and assisting the process of forest partnerships scheme, agreeing for green land use plan, and developing green business partnership to meet the restoration goal;
5. Encouraging the establishment of conducive relations and communication with local community, community leaders, NGOs and local government to realize the establishment of good and mutually beneficial cooperation;
6. Record, document and report every handling conflict process and be responsible for archiving and reporting activities;
7. Disseminate the objectives of restoration, intervene in order to formulate activities based on ecosystem restoration with the parties.
8. Monitoring handling conflict plan, and improved action plan based on monitoring and evaluation results.

### 2.3 Qualifications

1. Minimum bachelor's degree in anthropology, sociology, other social sciences and/or other relevant fields.
2. Work experience in meeting facilitation, negotiation, mediation, and moderating processes.
3. Able to do reports and compiling data, synthesize the report showing to manager and top management.
4. Have experiences in managing team and working under pressures
5. Have an understanding of forestry and environmental corporate governance.
6. Have leadership skills with integrity, adaptation, and responsiveness to work dynamics.
7. Have knowledge on social forestry scheme and forestry regulation and issues.

### 2.4 Time, Place and Implementation of Activities

The job is based at the Hutan Harapan basecamp. CRC is expected to work from the basecamp and in the field for 22 days, followed by 8 days off in a one-month period.

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## 3 Biodiversity-Fauna Officer -Fauna (BFO)

### 3.1 Job Overview

Title	: Biodiversity-Fauna Officer
Department	: Restoration and Conservation
Reporting to	: Biodiversity Fauna Coordinator
Subordinate	: Research and Biodiversity staff

### 3.2 Main Tasks Biodiversity Fauna Officer

1. Ensure that flora monitoring works in accordance with the needs of the vision and mission of ecosystem restoration and government regulations.
2. Ensuring the availability of reports on the results of the implementation of periodic monitoring of aspects of the Fauna biodiversity study that support the response to the vision and mission of restoration.
3. Responsible for the operational activities of the fauna biodiversity survey, especially for the topic of birds and Gibbons; starting from planning, implementing research activities and monitoring populations as well as conservation of protected wild animals, followed by reporting the results of activities.
4. Ensure that the data taken by the fauna team in the field is in accordance with applicable standards and of good quality.
5. Able to work closely with internal and external collaborators for the purpose of ensuring the information generated becomes part of the restoration forest management system.
6. Be actively involved and support fauna monitoring and animal conservation activities that support the achievement of the restoration and ecosystem work plan program which has become the obligation of both the government and donors.
7. Build good communication between teams within one department and across departments.
8. Build good work motivation between teams to achieve the best and maximum work results.

### 3.3 Qualifications

8. Minimum bachelor's degree in forestry, biology, and/or other relevant fields.
9. Work experience in a fauna survey and monitoring, understand of ecosystem conservation and restoration or forest management, and/or natural resource management.
10. Able to do reports and compiling data, synthesize the report showing to manager and top management
11. Have an understanding of forestry and environmental corporate governance.
12. Have leadership skills with integrity, adaptation, and responsiveness to work dynamics.
13. Able to work in the remote or forestry area
14. Able to coordinate, monitor and evaluate biodiversity-especially fauna.
15. Speaking and writing, both Indonesian and English is preferred.

### 3.4 Time, Place and Implementation of Activities

The job is based at the Hutan Harapan basecamp. The BFO is expected to work from the basecamp and field for 22 days, followed by 8 days off in a one-month period.

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## 4. Database and Knowledge Management Coordinator (DKMC)

### 4.1 Job Overview

Title	: Database and Knowledge Management Coordinator
Department	: Planning, Monitoring and Evaluation, and Knowledge Management
Reporting to	: Manager Planning, Monitoring and Evaluation, and Knowledge Management

### 4.2. Main Responsibilities:

1. Support PT REKI management and partners (Data Base Management Specialist) in formulating and executing the data management strategy of Hutan Harapan.
2. Support the management and implementation of the Data Management Framework in collaboration with the the Hutan Harapan team in the operational.
3. Explore and implement the most recent scientific and technological methods to strengthen processes and methods, people roles and responsibilities, performance management, data lifecycle, data applications, and data architecture of Hutan Harapan.
4. Provide technical expertise and capacity development for Hutan Harapan team on data collection, management, analysis, and learning of various programmatic datasets.
5. Coordinate meetings and conduct training for Hutan Harapan team to ensure knowledge, skills, and capacities on data analysis and management to fulfill organizational and technical capabilities in the data management strategy.
6. Produce relevant documentation as directed by the Planning and Knowledge Management Manager and Board of Directors.

### 4.3 Desirable skills, knowledge, and experience:

- Bachelor's degree in Forestry, Geography, Regional Planning, Conservation, Statistics, Computer Science or related field or equivalent experience.
- Work experience in tropical forest management in Southeast Asia, particularly in Indonesia.
- Thorough knowledge of international conservation issues, especially on tropical forests.
- Strong problem-solving skills and a drive to learn and master new technologies and techniques.
- Extensive work experience in GIS and remote sensing, and its applications in the forestry, biodiversity conservation, ecosystem restoration, and/ or climate change.
- Knowledge and experience working with data architectures, geospatial database management, and forest and land use monitoring system.
- Knowledge and experience working with statistical techniques and concepts (regression, properties of distributions, statistical tests, etc.), as well as statistical computer languages (R, Python, SQL, etc.) to manipulate data and draw insights from large data sets.
- Knowledge and experience with data mining and machine learning algorithms, techniques, and its applications (GLM/Regression, modeling, clustering, decision tree learning, Random Forest, neural networks, etc.).
- Written and verbal communication skills for coordinating across teams.
- Able to work under pressure and adapt to changing circumstances, proven time management and organizational skills and attention to detail.
- Good in writing and verbal English Preferred.

#### 4.4 Time, Place and Implementation of Activities

The job is based at the Bogor head office. The DKMC is expected to work 60 percent in Bogor and 40 % at Hutan Harapan camp in Jambi. Working days: Monday-Friday, with Saturdays and Sundays off.

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