

Job Description

Job Title:	Field Director FINCAPES
Department:	Statistics and Actuarial Science
Reports To:	Project Director, FINCAPES
Jobs Reporting:	Several project officers, several technical specialists, office manager – all based in Jakarta
Salary Grade:	USG14
Effective Date:	November 2022

Primary Purpose

Reporting to the Project Director in Canada, and based in Jakarta, Indonesia, the FINCAPES Field Director has management responsibility for the planning, coordination, execution, management, and monitoring of the Project's human, financial and material resources needed to facilitate achievement of all the Project's key development objectives in Indonesia. The Field Director is fully accountable for the Indonesia FINCAPES Project Office and the operational execution of its Indonesia-based activities.

Key Accountabilities

Project Operations in Indonesia:

- Is the primary contact between the project and GAC representatives in Jakarta
- Liaising with other Canadian and donor projects, Government of Indonesia partners, relevant Indonesian agencies, and selected NGOs
- Liaising with government, industry and international agencies working in similar areas of capacity building, financial risk management, nature-based solutions, and climate financing.
- Oversight of the TORs, contractual arrangements for, and professional development of all locally hired Project staff and consultants, in accordance with project policy, ensuring that project policy is compliant with Indonesian law

Project programming and implementation, including but not limited to:

- Working with the Project Director, develop long-range strategies, operational plans, annual work plans and budget to ultimately meet project outcomes and outputs as defined in the Project Implementation Plan
- Assisting in monitoring and reporting results from strategic and operational plans
- Coordinating plans with the need for resources, including space, human resources, and information technology infrastructure
- Manage design or scheduling modification procedures
- In collaboration with the Project Director, negotiate and oversee arrangements for the participation of Indonesian government agencies, participating universities, selected industries, professional associations, NGOs, and individuals in the delivery of the Project's interventions to maximize the probability of achieving project goals and objectives
- Working with the Project Director, ensuring progress and status reports are provided as required

Oversight of Indonesia-based capacity building, mentorship, train the trainers, and work integrated learning program of Canadian and Indonesian faculty, students and partners, including but not limited to:

- Developing/proposing new policies and procedures
- Overseeing development and delivery of training, capacity building, mentorship, work integrated learning, technical demonstrations, workshops/seminars/webinars, and applied research activities.

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<ul style="list-style-type: none">• Coordination of departure and return programs, including providing resources, debriefing, and on-going linkage arrangements• Tracking and monitoring progress of trainees and capacity development participants through the process; recommending changes to programs and processes as needed, to ensure best practices and current knowledge are being transmitted to, and absorbed by Indonesian faculty partners• Advising during study programs in Indonesia and Canada to ensure high quality academic outcomes of programs and for participants• Participating in the review of research grant applications and proposals• Ensure timely design and delivery of all in-country short-term training
<p>Financial and administrative oversight, including but not limited to:</p> <ul style="list-style-type: none">• Providing information for use in reviewing budgets• Providing financial input to the Project Implementation Plan (PIP) and annual work plans• Ensure compliance with GAC and National Joint Council (NJC) financial regulations• Overseeing Indonesia-based the data-collection and document-creation processes for reporting and similar activities• Work with the Jakarta-based finance officer to ensure accurate and reliable financial planning, management and reporting to facilitate Indonesia-based project activities and operations• In-line with procedures and controls approved by the University, act as the signatory for project expenses, payments and inter-account transfers managed through the two Jakarta-based project bank accounts
<p>Human resources administration and oversight, including but not limited to:</p> <ul style="list-style-type: none">• Overseeing the recruitment, evaluation, promotion, professional development, and retention processes of all Project consultants and staff in Indonesia, while keeping with appropriate workplace and labour legislation• Directing and supporting technical advisors from Canada or elsewhere while they are on assignment in Indonesia• Directing consultants and staff to ensure project and personal objectives are met in accordance with the Project Implementation Plan• Maintaining strong working knowledge of, and ensuring compliance with, University policies and government regulations in all operations and activities• Ensuring processes are in place for recruitment, evaluation and pay of temporary employees, co-op students, interns and graduate students

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <p>Bachelor's Degree; Master's preferred in relevant discipline. Extensive experience in financial, technical and human resource management.</p>
<p>Experience</p> <ul style="list-style-type: none">• Solid experience with credible successes managing international projects, of significant size and scope, in partnerships with national and international government agencies• Experience working with bilateral (e.g. CIDA, DFATD, GAC) or multilateral (e.g. World Bank, Asian Development Bank) funding agencies• Advanced financial management, planning, budgeting, and reporting oversight skills and knowledge• Managing, developing, and motivating staff to meet organizational objectives• Good working knowledge of appropriate labour and workplace legislation, and any other relevant international regulations

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- Experience creating and executing robust communication plans that can be used in different mediums that will increase the profile of the project and advance project goals
- Advanced interpersonal, verbal, and written communication skills, as well as experience with web and social media communication
- Experience managing international partnerships and building relationships with a variety of stakeholders
- Experience planning and executing events. Awareness of and sensitivity to cultural, language, religious, political, socio-economic norms, as well as other relevant factors surrounding internationalization
- Experience working with or in a university environment

Technical

- Experience with, or a solid understanding of one or more of the following subject areas a strong asset: climate change adaptation and mitigation; nature-based solutions for climate change adaptation; climate finance including carbon pricing and carbon trading programs; microinsurance, crop or flood insurance;
- Excellent English speaking, reading and writing skills in mandatory. Fluency in Indonesian a strong asset

Nature and Scope

- **Contacts: Internal:** Deal with, influence or motivate employee(s) or group(s) of people: Dean of Math Office. Selected Statistics & Actuarial Science Department colleagues. Finance. Office of Research. Selected Faculty of Environment members. Selected faculty members associated with: the Climate Centre. Human Resources. Procurement. Safety Office Occupational Health **External:** Deal with external groups that require information about the FINCAPES project or provide information; interact with colleagues at other organizations. Service and product suppliers (printing, graphics, supplies, etc.) Outreach organizations at other universities or public/private foundations Government and multi-lateral funding organizations (e.g., GAC, development banks). Private and industry funding organizations (e.g., , co-funding donors)
- **Level of Responsibility:** The job has specialized work with minimal supervision and has direct reports reporting to it; manage the department and responsible for the work of staff in the department. The job includes responsibility for the management of casual or temporary staff and co-op students including interviewing, selection, training, etc.
- **Decision-Making Authority:** Long and short term budget development, budget allocation, expenditure monitoring and guideline development Leadership for annual work plan development including submission of semi-annual progress reports to GAC Jakarta and including oversight of preparation of supporting budgets, participation in narrative reports, and supervision of preparation of requests for advances to support approved annual plans
- **Physical and Sensory Demands:** Supervision of financial reporting for internal and external purposes; compose funding agency reports, and funding proposals for programming in Indonesia. Signing authority for all Indonesia-based non-salary expenses, salary and consultancy expenses Demands typical of a senior administrative position within an office environment.
Working Environment: Travel: Frequent travel required throughout Indonesia **Working Hours** Generally regular working hours with occasional periods requiring extended working hours Working hours may need to be adjusted to accommodate time difference, and collaboration with Canada-based Project Director a few days each month **Risks – physical and psychological: Physical** Physical risks typical of those associated with a business traveler to a developing country, including risk of terrorism in Indonesia. Physical risks of living in a very large city in a developing country **Psychological** Potential for stress related to working in a non-English/French environment in a foreign culture Potential exposure to challenging inter-personal conditions typical of a supervisory

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position. Psychological stress associated with travel, traffic and pollution.