

Selamatkan Yaki – Research Position Job Description Programme Coordinator (PC) 2019

Summary

Selamatkan Yaki (SY) is a research, education and conservation programme operating under the Wild Planet Trust (previously Whitley Wildlife Conservation Trust), UK and local foundation Yayasan Selamatkan Yaki Indonesia (YSYI) whose goal is to reduce the threats to the Sulawesi crested black macaque (*Macaca nigra*) and its habitat. SY is seeking a highly motivated and qualified individual to help lead a dynamic local team while coordinating a diversity of research and conservation projects. The Programme Coordinator (PC) will lead on an established research project which monitors the status and threats of wild macaques, and the continuation of an integrated wildlife trade mitigation strategy. The role will be based in North Sulawesi, Indonesia and while it will initially start on a 12-month contract, we will be ideally seeking a 24-month arrangement as the role requires significant commitment for project development, implementation and evaluation.

The ideal candidate will have experience working abroad (preferably Indonesia), possess strong communication skills and proven competencies in designing, implementing and coordinating research and conservation projects.

Details

Duration of contract: 12 months from starting date; with potential to extend subject to research need and funding availability – ideally seeking 24-month contract agreement

Probation period: 3 months

Intended starting date: August 2019, subject to completion of Indonesian permit process

Location: Manado, Northern Sulawesi, Indonesia; travelling within the region will be necessary

Salary: Highly competitive research stipend allocated per calendar month.

(Beginning at slightly lower rate per calendar month for duration of probation period)

Benefits: 20 days annual leave, plus Indonesian public holidays; all logistical support including international and domestic flights, insurance and all research permit administration; annual 5% stipend increase; comprehensive health insurance package; personal vehicle maintenance

Hours of work: Variable depending on job requirements, but expected to be around 40hr week over at least 5 days a week

Reporting to: Selamatkan Yaki Programme Director

Working with: SY project team; The Wild Planet Trust (previously the Whitley Wildlife Conservation Trust); researchers and students, as well as collaborators (e.g. Sam Ratulangi University, other NGOs etc.) and other key stakeholders (e.g. local communities, government officials etc.)

Role

The Programme Coordinator (PC) will work directly with the Programme Director (PD) and Project Leaders (PLs) to support the planning, implementation, monitoring and evaluation of all research and conservation activities. Their main responsibilities will include supporting the management of ongoing projects, motivating team members and coordinating their daily tasks, strategic conservation planning for the programme and co-production of scientific output in the form of publications in international peer reviewed journals. They will be responsible for writing up ongoing comparative occupancy monitoring, education and wildlife trade strategy efficacy research.

The PC is expected to act independently and communicate strongly with other stakeholders and partners in both English and Bahasa Indonesia. Several key projects will be planned and initiated throughout 2019-2021. The PC will coordinate and support PLs under each allocated project deliverable, including assessment of progress and communications with reporting. The PC will also work closely with the PLs to analyse data and disseminate results of the projects. The personal development of the PC will be supported to potentially adopt the role of Programme Manager during the contractual period, based upon performance, need and programme dynamic.

Core Responsibilities as PC:

- 🌱 Oversee continuation of the regional-scale biodiversity monitoring project for *M. nigra* and its threats;
- 🌱 Continue to implement a long-term wildlife trade research and mitigation plan for *M. nigra*;
- 🌱 Support the evaluation and development of the education and awareness raising strategy;
- 🌱 Develop a research project to update population estimates of *M. nigra* in its non-native range of Bacan Island, South Halmahera, and inform conservation approaches for this area;
- 🌱 Enhance a Socio-Ecological Systems approach by collating ongoing social research results with biodiversity monitoring data;
- 🌱 Coordinate daily project activities with other team members and report to the PD;
- 🌱 Co-develop project activities and core operations with the PD;
- 🌱 Oversee budgeting of funds under relevant project deliverables with the PD and Financial Coordinator (FC);
- 🌱 Support the procurement of funds for project operations;
- 🌱 Maintain detailed and accurate records of expenditures and project budgets;
- 🌱 Communicate and liaise with wide range of stakeholders both day to day and in meetings, seminars and events.

Required skills and characteristics

- 🌱 Possess undergraduate degree in Wildlife Conservation, Zoology or related subject;
- 🌱 Motivated and independent worker;
- 🌱 Proven experience and ability to lead and motivate others;
- 🌱 Ability to communicate effectively with people from a variety of cultures and backgrounds;
- 🌱 Fluency in written and spoken English;
- 🌱 Willingness to learn Bahasa Indonesia;
- 🌱 Initiative and attention to detail;
- 🌱 Flexible and able to work in a dynamic environment;
- 🌱 Proficiency in Microsoft Excel and Word.

Desirable skills and characteristics

- 🌱 Possess a Masters, or higher, in Wildlife Conservation, Zoology or related subject;
- 🌱 One or more publications in peer-reviewed journals;
- 🌱 Possess a full, clean driver's license;
- 🌱 Experience working abroad, preferably in research station or with a small NGO and/or in Indonesia;
- 🌱 Ability to write grant proposals;
- 🌱 Experience working with a broad range of stakeholders;
- 🌱 Proficiency in project management tools and software;
- 🌱 Experience of using spatial and statistical software i.e. ArcGIS, R, SPSS.

If you feel you meet the eligibility above and are interested in applying for this role, please send over a cover letter and CV to: info@selamatkanyaki.ngo.