

Job Description

Job Title: Program Support Manager
Job ID: 39529
Location: INDONESIA
Regular/Temporary: Regular

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OFFICE LOCATION:

Bali, Indonesia

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

ESSENTIAL FUNCTIONS:

The Program Support Manager leads the program management processes for TNC IMP, from the planning stage through to monitoring, evaluation and reporting. The Manager leads the annual work planning sessions, internal reporting and monitoring, programmatic reporting (to donors, government, etc.). Working closely with other managers within the conservation division and project leaders, s/he lead the identification of supports required by the area-based conservation projects and coordinate the delivery of support. Under the supervision of Deputy Director for Conservation, the Program Support Manager in collaboration with other managers, closely monitor the implementation of public-funded program (e.g. CTSP, BMU).

BASIC QUALIFICATIONS:

- BA/BS degree in natural resources management, conservation, business, law or another related field of study and at least 5 years experience in land conservation, real estate, law, business or related field.
- Experience working with a wide range of people, such as landowners, corporate executives and government officials.
- Experience negotiating complex agreements
- Supervisory experience.
- Experience in developing and managing multiple projects and timelines.
- Experience working with computers, including database management.

KNOWLEDGE/SKILLS:

- Master's degree in natural resources management, development studies, management
- Minimum 7 years' experience in program management within non-profit sector, including program planning, budgeting, monitoring and reporting.
- Excellent verbal and written communications in English and Indonesian. S/He should be able to

- perform high quality donor reporting.
- Demonstrated ability to work with international, national and regional governmental and non-governmental institutions.
- Demonstrated flexibility to changing situations and priorities, and willingness to work overtime, when needed.
- Familiarity with the political and cultural environment of the country in the region.
- Demonstrated knowledge of the functional needs and practices of the pertinent region.
- Extensive project management experience including in team management, personnel management and financial management. Ability to motivate, lead, set individual and program-wide objectives, and manage performance of a large multi-disciplinary team.
- Demonstrated experience in MS Office, Word and Excel.

COMPLEXITY/PROBLEM SOLVING:

- Analyze situations, evaluate alternatives and implement solutions.
- Support multiple project tasks with several variables, set deadlines realistically and manage timeline.
- Track progress on tasks and does follow up as needed.
- May act as a resource to others to solve problems.
- Work is diversified and may not always fall under established practices and guidelines.
- Develop, propose and implement procedures to enhance overall performance in accordance with strategic goals, short and long term objectives. Creative thinker.
- Negotiate complex high profile or sensitive agreements.
- Resolve management problems independently, consulting with supervisor for resolution of complex problems.

DISCRETION/LATITUDE/DECISION-MAKING:

- Make sound decisions based on analysis, consultation with others, experience, and judgment. Decisions may affect organization's public image, positively or negatively, as well as impacting the work of many throughout the organization. Errors in judgment could have wide scope and lasting effect.
- Decisions may have significant financial and/or legal impact on the organization.
- Large opportunity to act independently.

RESPONSIBILITY/OVERSIGHT –FINANCIAL AND SUPERVISORY:

- Responsibility for financial management, setting goals, analyzing results, and taking corrective action.
- Financial responsibility includes developing budgets and working within budgets to manage and complete projects. In consultation with the Finance and Administration team in TNC IMP Bali, negotiating and contracting with vendors, purchasing equipment and supplies as provided for in budget, and monitoring annual budget as needed to ensure appropriate spending limits.
- Lead the development of annual work plans, budgets, reports, and fund raising proposals for TNC IMP in consultation with the TNC IMP Bali Office and relevant partners.
- Supervises the Program Support Coordinator

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Excellent communication and presentation skills; ability to persuasively convey the mission of TNC to diverse groups including major donors, corporate executives, board members, and others who are critical to the organization's overall prosperity.
- Leverage constructive and effective relationship inside and outside the Conservancy. Work in partnership with other organizations in a collaborative or advisory role.
- Command attention; change tactics midstream when necessary. Manage group processes.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Ability to work effectively under pressure and meet deadlines.
- Ability to work an irregular schedule including weekends, travel extensively and on short notice.
- Work requires occasion physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazard's where there is some possibility of injury.
- Work in a remote location for long periods at a time.

BENEFITS

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

HOW TO APPLY:

Please submit resume and cover letter as one document no later than November 28,2011, 5:00 p.m. EST.

Visit www.nature.org/careers/, click View Positions and search for this listing by the position title and/or location. All resumes (CVs) and cover letters must be submitted through The Nature Conservancy's online application system. Please attach them to your application as one document.

If you are having technical problems with the site or application process, contact applyhelp@tnc.org and include job opening ID. Note: Please do not send questions related to specific positions to this e-mail address as they will not be able to be answered.

All sections of online application must be completed (e.g. work experience, education and language skills, even if information is included in resume), to be considered for a position.

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EOE STATEMENT

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