

## TERMS OF REFERENCE

### JR. FACILITY MANAGER

Full-time, Headquarters (Jakarta, Indonesia) with project site visits as required

#### About Forest Carbon

Forest Carbon restores degraded wetland forests. Our company is a premium restoration project developer in Southeast Asia that delivers benefits for local communities, biodiversity and investors through a proven business model.

With offices in Jakarta and Singapore, Forest Carbon is built on a track record of success in the region. The team brings a decade of experience working on the ground, mapping wetlands and assessing below-ground carbon storage, hiring local workers and obtaining community support. Forest Carbon relies on this technical expertise and a growing pipeline of project opportunities to secure millions in private sector investment for threatened ecosystems.

Forest Carbon's Sumatra Merang Peatland Project is now a proven business model for large-scale restoration, with more than 5 million Euro in investment capital raised. Sales secured from major global brands support restoration efforts on more than 22,000 hectares, which reduces the risk of fire, strengthens the rural economy and creates jobs, and delivers returns for investors and partners.

#### About the role

The Jr. Facility Manager will play a critical role in establishing, managing, and maintaining all facilities and infrastructure at our project sites. This position requires a strong understanding of facility management, project coordination, resourcefulness, and the ability to ensure that all facilities are in optimal condition to support project operations.

For this role, it is imperative that you have a feel for working "on the ground" in often remote areas in Indonesia, such as West Kalimantan, hours away from a city e.g., Balikpapan, Pontianak. You should feel excited about combining working at the HQ in Jakarta with working in the field, immersing yourself in the project area and open to the adventure and contrast that might bring. Furthermore, as you will be leading a team on the ground, the success of the project depends on the quality of your and your team's execution.

We are looking for someone who is passionate about taking ownership of projects from start to finish - committed to creating functional results, and who finds great pride in "building something beautiful".

#### Key Responsibilities

##### Strategic Management

- Develop a vision and strategy for our project site (how on the ground operations should look), aligning it with the company's overall objectives.
- Assess the long-term facility needs of the project site and provide strategic recommendations for optimizations, including designing infrastructure/ buildings, in collaboration with the team on the ground.
- Develop clear maintenance plans and schedules for on the ground teams to execute and adhere to.
- Continuously evaluate and refine facility management processes to enhance efficiency and effectiveness.
- Collaborate effectively with relevant teams/ stakeholders both at HQ and project site.

### **Project Site Oversight**

- Lead and manage the teams at project site, building a collaborative culture and effective teamwork.
- Ensure seamless operation of all infrastructure/ facilities at the project site, including monitoring the maintenance and reparation process done by a third party/ contractor.
- Conduct regular assessments of field conditions, identifying opportunities for enhancement and cost savings.
- Work closely with project manager and teams on the ground to align with company goals and timelines.

### **Timely Execution**

- Prioritize and emphasize the importance of timely execution of all tasks.
- Monitor and ensure all the needs at the project site are fulfilled, including coordination with the HQ procurement to purchase any equipment/ tools/ materials.
- Implement project management best practices to ensure tasks are completed on schedule.
- Proactively identify potential delays and develop strategies to mitigate them.
- Develop emergency plans at the project site during emergency crisis.

### **Budget and Expenses Management**

- Manage budgets and expenses for infrastructure/ facility maintenance, repair, and improvements at the project sites, including coordination with Finance team and Project Manager.
- Monitor expenditures, control costs, and optimize resource allocation for maximum efficiency.

### **Documentation and Reporting**

- Maintain detailed records and documentation related to infrastructure/facilities management, compliance, safety, and budgeting related to the project site.
- Prepare and present regular reports on facility management activities to Project Manager and/or senior management as needed.

### **Requirements**

- Proven experience in the field (forestry project site), particularly related to the infrastructure/ facility building and resource management.
- Bachelor's degree in engineering/ management/ or a related field.
- Strong knowledge of building infrastructure, systems, maintenance best practices, and safety regulations. Ability to think about materials availability and sourcing, as well as the nature of the environment at the project site.
- Excellent organizational and leadership skills.
- Good communication skills, with a reasonable level of English proficiency, both written and spoken, to facilitate effective communication with a diverse team at HQ.
- Ability and willingness to travel to and work at project sites as needed.
- Budget/ expenses management experience is a plus.
- Experience in delivering projects on time and to the highest quality standards.
- Personal accountability, problem solver, team player, and proactiveness in improving processes.

### **How to apply**

Please submit your CV highlighting your relevant experience to [hr@forestcarbon.com](mailto:hr@forestcarbon.com).

Follow our [LinkedIn](#) and [Instagram](#) to learn more about what we do.

Thank you for your interest in joining our team. We look forward to reviewing your application!