

TERMS OF REFERENCE

SR. MANAGER PROGRAM MANAGEMENT

Full-time, Headquarters (Jakarta, Indonesia)

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

We are seeking a talented individual to join our team as a **Sr. Manager Program Management**. The ideal candidate will be responsible for effectively overseeing and/or monitoring the delivery of projects, presenting project updates to relevant stakeholders, and maintaining the high-quality standards at all times. You will collaborate with cross-functional teams to execute project activities.

Responsibilities

- Support management on a range of strategic, administrative and organizational tasks
- Quality development of documents according to internal and external requirements
- Writing, research, and copy editing where needed
- Cross-coordination with other managers to support project management objectives
- Assist with project management process improvements across the company by improving on current systems or developing new systems where needed
- Periodic progress reporting to the Operational Director on the achievements and obstacles faced by project teams
- Task tracking, reporting, and managing dependencies in collaboration with the technical unit to ensure the timely delivery of projects
- Anticipate future bottlenecks/roadblocks and provide solutions or recommendations to the Operational Director on project needs to improve project delivery
- Perform such other duties as may be assigned across FC projects

Qualifications

- 8-10 years of project management experience in a fast-paced, dynamic environment
- Strong educational background in relevant fields from reputable University
- Experience using project management software e.g. Asana, Slack, etc. and able to innovate and start new channels, projects where needed

- Experience in delivering projects on time and to the highest quality standards
- Ability to work with minimum supervision and proactively improve processes
- Experience in creating strategy decks, SOP's, and other communication materials of board meeting quality
- Highly proficient in Excel (and Google Sheets) and PowerPoint (and Google Slides)
- Strong written and verbal communication skills (Fluency in English and Indonesian)
- Strong interpersonal and organisational skills
- Personal accountability, problem solver, team player, and great attention to detail
- Technical certification in project management practice is a plus – IE PMD PRO, Agile, etc

How to apply

Please submit your CV highlighting your relevant experience to 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!