

JOB DESCRIPTION



Project Manager South East Asia

Location: Indonesia
May 2019

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France. We are > 60 persons with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe; PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, Chanel, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is seeking an ambitious, creative and engaging, impact driven individual for a role of Project Manager South East Asia with a specific focus on cocoa and Indonesia, working with PUR Projet's new and existing clients, and partners, in the development of positive impact programs in their agricultural supply chains.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Coordinate, roll-out, monitor sustainable agriculture, agroforestry and supply chain projects in Indonesia and other countries of South East Asia in liaison with Regional Manager. Support the ongoing monitoring and communication of the projects over time.
INDIVIDUAL RESPONSIBILITIES:	PROJECT DEVELOPMENT <ul style="list-style-type: none">- Assess the feasibility of, and design new ecosystem restoration projects
	PROJECT MANAGEMENT <ul style="list-style-type: none">- Structure, plan, coordinate and monitor the implementation of project activities at the farm and landscape level; Model inputs and outputs for project implementation- Developing project budgets in close collaboration with Programs team leading the customer relationship- Engage existing and potential project partners on roll-out of sustainable agriculture, agroforestry and supply chain projects in Indonesia, incl. capacity building of technical staff, farmer leaders, and farmers- Collaborate within PUR Projet's Team, and collaborating partners, throughout the implementation of the projects you are staffed on
	PROJECT PROGRESS MONITORING & REPORTING <ul style="list-style-type: none">- Structure, plan and implement a project evaluation, monitoring and evaluation framework- Data collection and reporting on projects progress

	<ul style="list-style-type: none"> - Track and report on project budgets and progress for internal management purposes.
	<p>LONG-TERM SUSTAINABILITY FOLLOW UP</p> <ul style="list-style-type: none"> - Follow up and develop with partner farmer organizations needs and objectives for long-term sustainability initiatives such as tree management, sustainable timber harvest, market access facilitation for agroforestry products - Support CO2 monitoring and certification for long-term permanence of ecosystem carbon and services
	<p>TEAM SUPPORT</p> <ul style="list-style-type: none"> - Support Regional Manager Projects South Asia on key initiatives and business development opportunities including but not limited to: - supply chain, social development, environmental and agronomic research; - Consultancy reports and missions - Stakeholder meetings and interviews - Support team learning on cocoa agronomy

KEY FOCUS AREA:	<p>IMPACT MONITORING & ACCOUNTING</p> <ul style="list-style-type: none"> - Apply, with Partners, project implementors & other stakeholders, impact accounting frameworks & tools for the evaluation, monitoring and reporting of program impacts; (environmental, economic and social impact indicators of value); - Engage with national institutions and monitoring/reporting frameworks on behalf of PUR Projet and its Partners. These institutions/frameworks include but are not limited to: Indonesian Institute for Coffee & Cocoa Research, Conservation International Indonesia, SCOPI and others.
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TEAM RESPONSIBILITIES:	<p>EXTERNAL COMMUNICATION & REPRESENTATION</p> <ul style="list-style-type: none"> - Represent PUR Projet publicly at conferences, in meetings with existing and potential clients, and with beneficiaries in the field; & - Support the development of marketing and communication materials related to PUR Projet's work with field data
	<p>SUPPORT INNOVATION</p> <ul style="list-style-type: none"> - Work with the international team to continually improve PUR Projet's project tools and procedures, to ensure PUR Projet continue to highest quality project implementation and roll-out; & - Be creative, and bring forward opportunities and concepts that can improve the impact and sustainability of PUR Projet's projects.
	<p>CULTURE & COMMUNITY</p> <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Projet Team; - Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community; &

	- Demonstrate your individual character, nature and ideology within the Company and support others to do the same.
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REPORTING:	The successful Candidate will report to Regional Manager South East Asia. The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris, Asia and other Global Offices.
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QUALIFICATIONS

EDUCATION:	<p>≥Bachelors (or equivalent) degree in Natural Resource Management, Agronomy, Forestry, Agroforestry, Rural Development, Agribusiness, Agronomical Sciences, Agroecology, Applied Ecology, Environmental Sciences/Management, Science, Social Sciences or a related field.</p> <p>A Masters-level (or equivalent) degree in a similar, related, or relevant field is considered a strong asset.</p>
EXPERIENCE:	<p>Minimum of 4 years experience in environmental conservation/restoration, agriculture and/or corporate sustainability including agroforestry, forest conservation and market access facilitation.</p> <p>Working experience in Asia, as well as any knowledge in cocoa, carbon, climate, social and environmental policy, innovative business development will be seen as strong assets.</p>
SKILLS:	<p><i>Science & Ecology:</i> Proficiency in the topics of environmental impact measurement/monitoring ecosystem services, sustainable/regenerative agriculture, climate change, water resources, biodiversity, &/or related international policy frameworks, considered a strong asset.</p> <p><i>Social:</i> Specific knowledge & experience in topics related to gender, worker rights, child labour, & beneficiary accounting, seen as a strong asset.</p> <p><i>Reporting & Impact Accounting:</i> An understanding and comfort with statistics and social, scientific and/or economic research methodologies is seen as an asset. Comfort with frameworks for ecosystem service modelling and impact metrics a benefit.</p> <p>Comfort with topics related to the Sustainable Development Goals, Global Reporting Framework, Carbon Accounting, Fair Trade Certification, considered valuable.</p> <p><i>Digital Tools:</i> Proficient in the use Microsoft Word, Excel and Powerpoint; and comfort with cloud-based data storage applications such as Dropbox or Google Drive. General competence in the use of GIS and Remote Sensing Software seen as an asset but not necessary.</p>

PERSONAL CHARACTERISTICS:	We are seeking an individual who takes strong responsibility and accountability for their work. An individual who is driven, self-reliant and comfortable working both autonomously and in a team . Strong interpersonal and leadership skills will be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects.
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LANGUAGES:	Candidates must be fluent in English & Indonesian. Proficiency in French or other South East Asian languages are strong assets.
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WORKING CONDITIONS

The successful candidate will work either in Jakarta or in Bali alongside Regional Manager South Asia, with project travel between 30-50% of their time. Travel will occur majorly within South Asia, but trips to the head office in Paris, or other project locations are also to be expected.

Candidates will be expected to be comfortable working both outdoors, on projects in the field, in varying conditions, and in the office.

CONTRACT

We are looking for an individual to fulfill a full-time position to be filled as soon as possible

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport, **possess legal residency and work permit for Indonesia** and a valid motorbike and/or car driver's license.

Candidates must have the ability to travel in the EU and ASEAN countries at minimum.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to Florian.Reimer@purprojet.com and recruitment_projects@purprojet.com with the subject 'PROJECT MANAGER SEA – LAST NAME, FIRST NAME'.

It is kindly requested that all submissions are made by June 14, 2019.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study. Please also prepare 2 references for the final stage.