



Call for Applications

CRC990/EFForTS Project Coordinator – Jambi Office

CRC 990-EFForTS partners	1. Bogor Agricultural University (IPB) 2. Jambi University (UNJA) 3. Tadulako University (UNTAD) 4. University of Göttingen (UGOE)
Funding body	DFG (Deutsche Forschungsgemeinschaft/German Research Foundation)
Project website	http://www.uni-goettingen.de/en/310995.html
Employment term	Part-time for July-December 2019 (extension depends on phase 3 and CRC 990 JMB agreement)
Work location	Jambi University (UNJA), Jambi City
Date document created or updated	30 March 2019
Deadline for application	12 May 2019
Interview	20 May 2019
Starting date of employment	1 July 2019

Interested candidates should send a comprehensive CV, and a cover letter addressing the key selection criteria and a description of how you can contribute to the CRC990/EFForTS collaborative research to Prof. Dodik R Nurrochmat (Email:dnurrochmat@apps.ipb.ac.id) with cc to Prof. Zulkifli Alamsyah (Email:zalamsyah@unja.ac.id) and Prof. Iskandar Z Siregar (Email:siregar@apps.ipb.ac.id).

Position purpose

CRC990/EFForTS Indonesia Consortium is seeking to employ a project coordinator based at UNJA Campus in Jambi. The coordinator will work closely together with the head coordination office and the speaker of the CRC 990-EFForTS at the University of Göttingen, with both the Management Board at Göttingen, the Joint Management Board in Indonesia (JMB), the speaker of the Indonesian Consortium, stakeholders, researchers, local field assistants and office staff.

This position will function as a central point of contact for all involved in the project, and hence is critical to the success of the international collaboration



The successful applicants are expected to have diverse and complementary backgrounds and skillsets on project management focusing on implementation of international research.

Key responsibilities

The project coordinator will be responsible for:

(a) Engaging and supporting the research teams across UGOE, IPB, UNJA and UNTAD in working towards achieving the key goals of the research program. This includes:

- Administrative and financial management support, project planning and reporting.
- Organization of central meetings, seminars, symposia and workshops.
- Support of the fieldwork of master students and doctoral / postdoctoral researchers.

(b) Developing opportunities for translating the research outcomes into practice, through

- Supporting dissemination of results of workshops, predominantly in Jambi and Bogor.
- Stakeholder management and engagement, including, communication via social media, newsletters and factsheets, networking and building learning alliances for knowledge transfer.
- Actively seek research project development opportunities and support the Joint Management Board (JMB) in grant development.

(c) Project implementation through:

- Working with several authorities and local communities to support approvals/permits and access to sites.
- Monitoring of project progress, including budgeting, reporting and resourcing.
- Developing agreements/contracts as necessary to build the technical concept.
- Communicating with industry, government, community and media stakeholders on the progress of the research project, promotion of demonstrated benefits, and coordinating site visits, launch and events.
- Overseeing and monitoring the build of pilot demonstration, including timeframe, budget, and health and safety compliance.

Reporting line: The position reports to the Speaker of the CRC990/EFFoRTS, in close cooperation with the JMB.

Supervisory responsibilities: Office staff in Jambi



Key selection criteria

Education/Qualifications

1. The appointee will have
 - a master/doctoral degree in a relevant field with minimum of 5 years relevant experience or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and skills

2. Experience in dealing with national funding bodies, such as RISTEKDIKTI, LPDP, and preferably with experience of managing funds from international bodies.
3. Exceptional stakeholder communication skills, both written and oral, fluent in English and Indonesian, including preparing correspondence, presentations, media releases including social media.
4. Demonstrated ability to engage with a large range of stakeholders on sustainable development initiatives, building strong relationships and influencing decision making at senior levels across academic, industry, government, NGO and the community.
5. Demonstrated ability to work effectively in a team and engage and support researchers to deliver the key goals of the program.
6. Experience in successfully providing administrative management and finance support in a complex, diverse environment, both national and international.
7. Experience working in a technical environment and natural resource management to deliver solutions, with a focus on political, policy and economic implications is of great importance.
8. Highly developed skills and experience in keeping priorities, maintaining attention to detail, meeting deadlines whilst working under pressure and managing events for a range of audiences and across multiple locations.
9. Demonstrated ability to exercise high levels of independence, judgments, initiative and influence.
10. High-level computer literacy and Microsoft Office skills.
11. Extensive experience in a research environment and in development of research and/or development and preparation of proposals for funding is of advantage

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.



laborative Research Centre 990: Ecological and Socioeconomic Functions of Tropical Lowland Inforest Transformation Systems (CRC990/EFForTS)

Organisational context

The CRC990/EFForTS is a collaborative research center that strives to lead and facilitate the development of fundamental research funded by DFG through research investment in people, partnerships and knowledge.

Any enquiries regarding this position can be sent to Professor Dodik R Nurrochmat (Email: wr3@apps.ipb.ac.id) and Professor Zulkifli Alamsyah (Email: zalamsyah@unja.ac.id).

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