

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Tanjung Pinang**:

Riau Island Program Officer

(Code: RIPO)

Konservasi Indonesia (KI), the national affiliate of Conservation International (CI), has played a key role in advancing coastal and marine conservation in the Riau Islands, particularly in Bintan. Since 2020, KI has supported the establishment and management of the Bintan Marine Protected Area (MPA), including facilitating its formal designation covering approximately 138,561 hectares, developing the MPA Management Plan, strengthening governance and co-management partnerships, enhancing management effectiveness, assessing community-based livelihood and entrepreneurship opportunities, and facilitating multi-stakeholder coordination to improve conservation outcomes. KI has also promoted the protection and sustainable management of blue carbon ecosystems, particularly mangroves and seagrass meadows, and supported the development of Other Effective Area-Based Conservation Measures (OECMs) and community-led conservation initiatives that contribute to biodiversity conservation, climate resilience, and sustainable coastal livelihoods.

With offices and project sites across Indonesia, KI promotes an integrated landscape-seascape approach that balances biodiversity conservation with sustainable development. Through partnerships with government agencies, local communities, academia, civil society organizations, and the private sector, KI works to deliver lasting benefits for both people and nature. In the Riau Islands, these collaborative efforts have focused on improving marine conservation governance, strengthening coastal ecosystem management, and fostering inclusive stakeholder participation in decision-making processes.

To sustain and expand this work, KI seeks to recruit a Riau Islands Program Officer who will serve as the primary focal point for stakeholder engagement and program implementation in the province. The Officer will coordinate and support the planning, implementation, monitoring, and reporting of activities related to the Bintan MPA and associated coastal and marine conservation initiatives. Working closely with government partners, local organizations, communities, and academic institutions, the Officer will provide technical and coordination support for science-based conservation programs and ecosystem management initiatives. The position is part of KI's Sundaland Program and will be directly supervised by the Sundaland Ocean Senior Coordinator with dotted reporting lines to the Blue Carbon Senior Manager. The role does not include staff supervisory responsibilities but requires strong coordination, partnership-building, and project management skills to ensure effective delivery of program objectives and conservation outcomes.

KEY RESPONSIBILITIES

Coordinate and support implementation project activities in the Riau Islands, particularly those related to Marine Protected Areas (MPAs), blue carbon ecosystems, and Other Effective Area-Based Conservation Measures (OECMs), including but not limited to the following responsibilities:

1. Support program planning and implementation by contributing to the development of annual work plans, activity plans, budgets, and project schedules.
2. Serve as Konservasi Indonesia's liaison with government agencies, local communities, academic institutions, NGOs, and other stakeholders. Foster effective partnerships and collaboration by representing KI in meetings, consultations, coordination forums, and stakeholder discussions.
3. Support the organization and implementation of project activities, including training, workshops, focus group discussions (FGDs), seminars, field visits, and stakeholder consultations. Responsibilities include preparing Terms of Reference (ToRs), concept notes, invitation letters, meeting materials, facilitating discussions, taking meeting notes, coordinating logistics, documenting activities, and preparing activity reports.
4. Under the guidance of supervisor and relevant technical leads to provide technical assistance and training, to local partners, government counterparts, and community groups on marine conservation, sustainable fisheries

management, coastal and marine ecosystem management, blue carbon conservation, and other relevant technical topics.

5. Support project monitoring, evaluation, and learning (MEL) activities by assisting with data collection, data management, analysis, and reporting. Prepare timely and accurate progress reports, technical reports, and project documentation, while ensuring proper archiving of project information, lessons learned, and best practices to support adaptive management and knowledge sharing.

ADDITIONAL RESPONSIBILITIES

- Assist in reviewing and provide information for technical reports, assessments, policy briefs, communication materials, and other project documents prepared by KI staff, local partners, consultants, and other external stakeholders to ensure quality, accuracy, and alignment with project objectives and organizational standards.
- Assist in the identification, development, and dissemination of tools, methodologies, guidance materials, and knowledge products that strengthen partner capacity and support KI's policy, science, conservation, and program development priorities.
- Carry out other duties and responsibilities as assigned by the supervisor to support the effective implementation of KI's marine conservation, blue carbon, and sustainable coastal management programs.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

- This position does not have responsibility for directing the work of others, managing a budget, or managing public or private funds.

QUALIFICATIONS

Required (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- An advance degree in education, community development, marine conservation, fisheries, aquaculture, environmental discipline, or substantial practical experience in the sector
- Demonstrated institutional capacity building and training skills at community and national levels
- Minimum of 1 years' relevant professional experience in marine conservation program, capacity building for wide variety of organizations and stakeholders includes project management. Demonstrated experience implementing training activities with local and national organizations required
- Strong communication and interpersonal skills, ability to work with all levels and functions
- Experience of working within the marine conservation sector, fisheries, and/or aquaculture
- Prior administrative support experience. Highly organized and ability to work well under pressure
- Ability to work in a team environment and work cooperatively with internal and external partners
- Excellent analytical and organizational skills, good verbal communication skills and demonstrated problem solving skills

ADDITIONAL QUALIFICATIONS

List additional required or preferred qualifications specific to the position.

- Experience with computer software including MS Office, presentation software (PowerPoint), geographic information systems, database, and spreadsheet programs
- Experience in project management, budgeting, and associated guidelines; and
- Experience working with Indigenous communities and organizations

WORKING CONDITIONS

- Work is performed in a typical office environment which requires visits to project sites and other locations.
- Willingness to work flexible hours to support conferences and meetings in different time zones.
- This position is based in Tanjung Pinang, Riau Islands, and is remote working arrangement.

Please send your current resume and cover letter (no more than 4 pages) to:

indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:

< RIPO > - < your name >

Closing date for the application is **July 27, 2026**

(Only short-listed candidates will be notified).