

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 **Jakarta**:

Safeguard Coordinator

(Code: SGC)

The Safeguard Coordinator provides technical and coordination support to KI's projects and programs across ecoregions to support the effective application of KI/CI's environmental and social safeguards requirements, including gender and human rights considerations. The position supports the implementation of the Safeguard System, including its policies, standards and procedures, guidance, capacity-building processes, and grievance redress mechanism.

The coordinator collects and analyses safeguards-related data, prepares monitoring updates, project trackers, indicator tracking tables, and other reports, and integrates safeguards requirements into project design and implementation. The position contributes to training, awareness-raising, and knowledge sharing, prepares safeguards-related reporting and communication materials, and maintains safeguards records and databases to support effective monitoring, risk management, decision-making, and continuous improvement across programs and ecoregions.

KEY RESPONSIBILITIES

1. Safeguards Coordination and Technical Support

- Coordinate and provide technical guidance on the implementation of KI/CI environmental and social safeguards requirements across programmes and projects.
- Provide technical input to safeguards screening, project design, risk assessment, mitigation planning, and the development or adaptation of safeguards instruments at country and site levels.
- Review project proposals and key project documentation to identify potential environmental and social risks and ensure appropriate safeguards measures are incorporated throughout the project cycle.
- Provide technical advice on significant safeguards risks and support appropriate escalation and follow-up in coordination with relevant teams.

2. Safeguards Implementation

- Conduct or support social impact and risk assessments and the development and implementation of mitigation plans, in collaboration with project teams and relevant stakeholders.
- Provide guidance on the implementation of grievance redress mechanisms, Free, Prior and Informed Consent (FPIC) and GESI-related safeguards requirements, as relevant to projects and sites.
- Monitor the implementation of safeguards measures, frameworks, and action plans, and support project teams in addressing identified risks, gaps, and incidents.
- Coordinate with the relevant M&E function to integrate safeguards monitoring into project monitoring and reporting processes.

3. Safeguards Reporting and Compliance

- Monitor compliance with KI/CI and donor environmental and social safeguards requirements and provide quality assurance on safeguards documentation, including assessments, mitigation plans, frameworks, and reports.
- Develop and maintain safeguards information and tracking systems, including records of assessments, mitigation measures, risks, incidents, GRM-related information, and follow-up actions.

- Maintain KI's safeguards knowledge and documentation systems, including the Safeguards SharePoint and approved safeguard documentation.

4. Capacity building

- Assess safeguards capacity gaps, develop or adapt training materials, and deliver training to KI staff, project teams, and implementing partners on environmental and social safeguards policies, procedures, tools, and donor-specific requirements.

QUALIFICATIONS

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

- Bachelor's degree in environmental science, social sciences, international development, natural resource management, law, or a related field, with relevant experience in environmental and social safeguards and/or project/program design, monitoring, and compliance, preferably in donor-funded environment, conservation, and/or development programs, or an equivalent combination of education and experience.
- Ability to work effectively in cross-cultural situations with a wide range of people in both the public and private sectors, including business, government, non-governmental organizations, donor organizations, local communities, consultants, and volunteers.
- Knowledge and understanding of Indigenous Peoples, customary rights, customary practices, and relevant government institutions and processes in Indonesia.
- Experience supporting the preparation and review of safeguards-related documentation, reports, guidance, and other technical materials. Experience in conservation-focused proposals and reports is an advantage.
- Strong analytical, coordination, communication, and problem-solving skills, with the ability to work effectively as part of interdisciplinary project teams.
- Willingness to travel and work in challenging field conditions, including remote areas, and to work outside normal office hours when required.
- Advanced proficiency in English, both written and spoken.
- Computer literate in words, graphic software, excel, and statistical software.

WORKING CONDITIONS

- Work is primarily performed in a typical office environment which requires field trip to sites and other location.
- Willingness to work flexible hours to attend meetings in different time zones.

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:

< SGC > - < your name >

Closing date for the application is **Sep 24, 2026**

(Only short-listed candidates will be notified).