



Sustainable Palm Oil Specialist

June 2024

Jakarta

I. JOB IDENTITY

Job Title	:	<i>Sustainable Palm Oil Specialist</i>
Directorate	:	<i>Climate, Market, and Transformation</i>
Direct Supervisor	:	Sustainable Commodity Program Lead
Scope of Work	:	National
Work Location	:	Jakarta

II. PURPOSE OF THE POSITION

This position will identify and provide day to day activities as well as give support for project objectives on ensure and to strengthen WWF Indonesia program on promoting sustainability to touch the technical aspect and sustainable certification knowledge on palm oil that is in line with WWF-Indonesia strategic plan. The main outcome for this job to support of WWF Indonesia mission to implemented sustainable palm oil in upstream side, specific on smallholder and production landscape.

This position will develop and implementation of transformation of key sectors from palm oil and other commodity (e.g., oil palm, timber, pulp and paper, fisheries) through specific production - distribution schemes and by influencing policies and regulations towards sustainability. Also, collaboration with team works at the level to influencing of commodities to ensure that environmentally certified and sustainably produced products are also available for sale for up to 10% increase for oil palm derived, seafood, tourist and energy products. This becomes key to trigger transformation of consumption and lifestyles, especially in urban centers.

III. ROLES & RESPONSIBILITIES

A. Strategy & Plan

- Provide support project and coordinate with external or internal parties related to project administration, palm oil data collecting, and data process needed for creating sustainable certification knowledge on palm oil that is in line with WWF-Indonesia strategic plan
- Develop strategic implementation for upstream/smallholders' engagement – develop workplan, budget plan, timeline and monitoring and evaluation.
- Support palm oil research that related to project and/or program deliverables
- Maintain and manage palm oil database, conduct analysis to develop strategic intervention in landscape (regional) and national approach.
- Assist place-base sustainable palm oil program on data collecting and management
- Build communication and coordination with key/relevant stakeholders (government, NGO, business association and downstream company) related position and engagement strategic.
- Coordinating with WWF global/national office related buyer/downstream company strategic.

B. Implementation Program

- Execute project, coordinate the activities of the project team members, monitor progress of project and compliance with the project plan, manage and mitigate project risks and resources, create risk awareness among stakeholders, manage stage-gates and adjust project plan when necessary



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- Provide educative and informative content to raise awareness and force the implementation of responsible procurement to relevant stakeholders according to strategic plan of WWF-Indonesia (such as but not limited to the community & media)
- Lead WWF Indonesia works in promoting No Deforestation, No Peat and No Exploitation (NDPE), Responsible transparency supply chain – traceability, Good Agricultural Practices (GAP) and Best Management Practices (BMP) for upstream level (smallholders and big oil palm growers).
- Support WWF Indonesia works on promoting palm oil sustainable credible certification scheme and traceability issues on palm oil.

C. Policy/Data Analysis

- Communicate, inform and if necessary, lobby relevant stakeholders to respective Palm Oil project/program implementation
- Coordinate with external organizations to up-scale upstream side engagement efforts and identify opportunities for collaboration and aligned engagement.
- Together with communication/partnership team developing campaign activities and business engagement, ensuring that upstream and downstream company are implementing sustainable consumption and production commitments.

D. Reporting

- Prepare and maintain periodic reports and provide analysis such as progress of transformation efforts, success stories and lessons learned for internal and external use.
- Contribute to the development of communication materials on Sustainable Palm Oil program

E. Information Security Management System

- Store important hardcopy documents in a safe place that is not easily visible, accessible, and not easily damaged or eroded by natural elements.
- Store important softcopy documents using media that are safe and recommended by IT. This is also not limited to granting access to data/information only to authorized persons, and also giving passwords to softcopy files that are critical/confidential.
- Pay attention to the transfer of confidential/critical files, both offline and online. This includes the media used, giving the password to the file to be sent, and where to store it afterwards.
- Change email passwords periodically to support email security and the data in it
- Use limited office servers or personal servers to access the internet. Do not use public wi-fi when accessing critical/confidential files. This also includes staff whose laptops/work devices have critical/confidential files



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IV. REQUIREMENT

To be successful in delivering above-mentioned main responsibilities and meeting the organization's goals, S/he must meet the following requirements:

- Bachelor’s degree in agriculture, forestry, environment, forestry, social science, or other relevant experience areas. Master’s degree preferred.
- **At least 5 years** of relevant work experience, understanding (in depth) related RSPO, ISPO and other certification schemes. **Formers auditor (RSPO and ISPO) preferred**
- Work experience developing and managing corporate relationships/engagement and executing sustainability projects relationships/engagement and executing sustainability projects.
- Working knowledge of sustainability, conservation, and related topics, including in-depth knowledge of sustainability issues in the palm oil sector.
- Extensive experience engaging, and or other industry stakeholders on sustainability topics, and strong understanding of certification and sustainable palm oil initiative in industry (RSPO, ISPO, HCVrn, HCSA, AFI, etc).
- Should have a genuine interest in conservation and the work of WWF and be able to clearly demonstrate behaviors aligned to our values: Courage, Integrity, Respect, and Collaboration; and culture within WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.

Skill and knowledge require:

- Negotiation and lobbying Skills
- Business Practices
- Technical and writing report

Other need:

- Adhere to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging.
- Have great organizational and multitasking skills, and attention to detail.
- Be able to work independently as well as with others in a cross-functional team and network environment.

V. VALUE IN ACTION

<i>Courage</i>	<ul style="list-style-type: none"> • Strive for impact – we set and deliver on ambitious goals • Take risks, despite the fear of failure, and we innovate without fear • Dare to make decisions and act on them • Voice it out, even when it's hard to do
<i>Integrity</i>	<ul style="list-style-type: none"> • Walk the talk – do what we say we will do • Empower yourself and others to take responsibility for the values we stand for • Acknowledge and challenge our own assumptions and biases • Take responsibility for our actions and their impact
<i>Respect</i>	<ul style="list-style-type: none"> • Create a safe and equal space for dialogue • Value the time, priorities and contributions of others



JOB DESCRIPTION

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	<ul style="list-style-type: none"> • Listen deeply, and without judgment to see through the eyes of others • Treat everyone fairly, and strive for diversity and inclusion
<i>Collaboration</i>	<ul style="list-style-type: none"> • Build trust and relationships • Ask for and offer help • Sharing knowledge while acknowledging the expertise of others • Deliberately creating and supporting diverse alliances

At Yayasan WWF Indonesia we are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We therefore welcome applications from all sections of the community, and we offer a range of benefits to encourage a work life balance.