

Job Description

Job title	Head of Indonesia Portfolio	Location	Jakarta, Indonesia
Department	Programmes	Length of contract	Permanent
Role type	International	Job level	Head
Travel involved	Up to 30% within Indonesia and internationally	Safeguarding level	TBC
Reporting to	Executive Director of Programmes	Direct reports	Analyst

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together key stakeholders, researchers, funders, and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to governments, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).



What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Regional background

In July 2024, CAF Board approved Indonesia as a new lighthouse geography. The Clean Air Fund's vision for Indonesia is to develop a new country strategy and programme that is aligned with the Government of Indonesia's national policies and programmes on air quality management. Clean Air Fund would have committed to develop its programme of activities in close participation and coordination with other philanthropic partners in Indonesia.

Job purpose

The Head of Indonesia Portfolio is responsible for providing overall strategic and programmatic leadership, including financial and management oversight and business development, to ensure the success and growth of the Clean Air Fund's operations in the country.

Scope of role

The post holder leads on the design and execution of Clean Air Fund's strategy for Indonesia, as well as the systematic assessment and reporting on impact. The Head is accountable for a diverse and comprehensive portfolio of grants across all thematic areas. Grant design, management and monitoring are supported by Portfolio Managers and Analyst. The post holder is a member of the Senior Leadership Team Plus.

Key working relationships

The key working relationships central to the role are both external and internal. They include engagement with key government officials at the national and sub-national levels as relevant, as well as academic & research institutions, civil society organisations, private sector, Clean Air Fund's donors, and key multilateral and development partner organizations in the air quality field. In addition, the Head is responsible for managing staff and consultants working on the Indonesia programme, as well as engagement with Heads of thematic portfolios and special projects [Data, Health, Private Sector Engagement, Super Pollutants, Breathe Cities as relevant], Executive Director(s) [Programmes, Strategic Partnerships & Communications, Breathe Cities], Heads of other Country/Regional Leads of the Programmes team and Heads of enabling functions [Legal, Finance & Operations, Monitoring Evaluation & Learning, Fundraising, Communications and HR].

Strategy and vision 25%

- Develop and design Indonesia country strategy, get it approved by SLT and Grants and Charitable Activities Committee (GCAC) and develop initial set of grants to support country strategy.
- Conduct periodic reviews of the Clean Air Fund's strategy for Indonesia, assessing impact and refreshing the strategy when required.
- Ensure close coordination of the country programme strategy with the Breathe Jakarta strategy.
- Work with the Executive Director of Programmes, Executive Director for Strategic Partnerships & Communications, Executive Director of Breathe Cities, CEO, colleagues and external partners to ensure that the country strategy is approved by the Clean Air Fund's Grants and Charitable Activities Committee and Board.
- Ensure that Clean Air Fund's workstreams and projects in Indonesia include Breathe Jakarta actively support and drive Government of Indonesia's priorities and plans on air quality at national and sub-national and city levels.
- Lead the team in creating and selecting projects and identifying new opportunities to meet portfolio level goals in a changing landscape.

Programme development, delivery and performance 25%

- Effectively manage active portfolios of live programmes and projects. Identify, communicate and manage risks appropriately.
- Identify portfolio gaps and propose project investment opportunities to ensure that Clean Air Fund achieves measurable impact through existing and future grants.
- Provide leadership to Clean Air Fund's grantees, partners and the air quality field in general on meaningful and impactful interventions on air quality and their implementation as part of the country strategy. Convening stakeholders on a regular basis and facilitating partners to agree on collective courses of action and aligned messaging.

- Ensure quality and timeliness of programmatic, financial and technical project deliverables and reports, including managing the budget in line with annual targets.
- Ensure an oversight of Breathe Jakarta project in coordination with the Breathe Cities team.
- Identify and leverage opportunities to actively build the field of organisations working on air pollution, for example, greater engagement of the private sector.
- With the advice of Monitoring Evaluation and Learning team, identify and embed appropriate monitoring and evaluation processes in all proposals and programmes.
- Undertake ongoing learning and evaluation throughout and after the delivery of programmes and develop key knowledge products.
- Monitor and report on the performance of projects.

Representation and networking 30%

- Build strong relationships with critical stakeholders across national and subnational levels in Indonesia as relevant and in strict compliance with applicable laws and regulations in Indonesia.
- Represent the Clean Air Fund internationally and work in close consultation and coordination with the Clean Air Fund's grantees, funders, partners, regional philanthropic organisations, multilateral and development organisations in the country, and air quality donors to align goals, delivery mechanisms and communications.
- Alongside the CEO, Executive Director(s) of Programmes, Strategic Partnerships & Communications and Breathe Cities, identify, cultivate and manage relationships with partners to increase funding, and to support adoption, replication, and scaling-up of Clean Air Fund programmes in Indonesia and SE Asia.
- Keep abreast of developments within the air quality field across Indonesia and the broader SE Asia region, establishing appropriate information gathering networks and channels to deepen professional knowledge and understanding of air pollution dynamics in the region.

Team leadership and office management 20%

- Build the team in the first year by hiring an Analyst for the Indonesia country programme.
- Set and monitor achievement of performance and personal development objectives for team member, so that a culture of continuous improvement and learning is embedded.
- Provide coaching and mentoring support to colleagues, as required, to help build skills, confidence and capability in particular areas, processes or procedures.
- Support resource planning and management of people as required - this will include the potentially the ad hoc management of freelancers and consultants.
- Identify and lead on initiatives for improving processes, procedures and programme management approaches within (and beyond) the team, and support increased organisational efficiency and effectiveness.

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- Develop operational plans for Clean Air Fund's presence in Jakarta. Support smooth functioning of all operational aspects in collaboration with Manager, Finance and other colleagues as relevant, including managing risk and ensuring integrity of all financial and administrative processes.
- Any other roles/responsibilities as identified and delegated by Executive Director of Programmes or the CEO.

Person Specification

Essential technical competencies

- A successful track record of organisational leadership working on air quality, environmental policies or climate policy in civil society, academia, or within government institutions.
- Experience of strategy-to-implementation of a major programme, department or organisation.
- In-dept understanding of the political-economy at the national and sub-national level in Indonesia.
- Experience and understanding of national laws and regulations.
- Comfortable with making decisions in response to new opportunities or changing circumstances without losing sight of the strategic goal.
- Understands social change in theory and practice and is able to articulate a theory of change and the assumptions behind it.
- Gravitas. Experience of engaging successfully and collaborating with political leaders, policy makers, regulators, elected officials, funders and others.
- Confidence and presence as a public speaker.
- Experience of working in a range of cultural and socio-economic contexts, adapting style and approach appropriately alongside an ability to work collaboratively with partners located in multiple offices and time zones.
- Experience of managing and mentoring people.
- Experience reviewing and proofing contracts and seeking legal advice where needed as well as managing programme and grant budgets.
- Fluency in English and Bhasha language. Proficiency in national dialects will be advantageous.
- Excellent knowledge of Microsoft Office suite and ability to learn other systems.

Essential behavioural competencies

- Strong interpersonal skills and demonstrable success building effective partnerships and networks across sectors.
- Significant experience of using people skills to build trust and rapport with internal and external stakeholders to achieve outcomes.
- Strong written skills – experience of writing from scratch or editing strategy and briefing papers that meet the needs of the audience and have impact.
- Instinctive collaborator and partnership builder – low ego.
- A self-starter, with resilience and interpersonal flexibility.

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- Analytical and the ability to see strategy through to implementation. Able to switch seamlessly between hands on details, management, strategy, and influencing.
- Able to work autonomously and with an instinctive pragmatic and problem-solving approach.
- Comfortable working at pace in a start-up environment.

Desirable behavioural competencies

- Ability to influence and engage national, regional and global audiences.

Further information

- Eligibility to work in Indonesia (e.g. citizen or work permit holder).