

Job Vacancy Announcement

Reference No:	111
Project:	Forest and Climate Protection project (FORCLIME)
Position:	Forestry and Biodiversity Advisor (Portfolio Manager)
Location:	Jakarta
Expected to join:	ASAP
Reporting to:	Cluster Coordinator for the FORCLIME Project

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

About the project

Forest and Climate Protection project (FORCLIME) supports the Government of Indonesia in its endeavour to mitigate the effects of climate change through forestry sector reform, capacity development and implementation of best management practices for sustainable forest management and biodiversity conservation. Field-based activities are being supported in selected districts of the provinces of Papua, Southwest Papua and Central Sulawesi (Lore Lindu Biosphere Reserve) to Reduce Emissions from Deforestation and Degradation ("REDD" activities) and develop a forest-based bioeconomy. FORCLIME is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ (German International Cooperation) with the Indonesian Ministry of Forestry as the Project Executing Agency.

Overall objective of FORCLIME is to reduce greenhouse gas emissions from the forest sector while improving the livelihoods of Indonesia's poor rural communities in Eastern Indonesia. To achieve this goal, the Project team assists the Indonesian Government and provincial authorities in designing and implementing legal, policy and institutional reforms for the conservation and sustainable management of forests, at local, provincial and national level. Support to mobilize climate finance for forest resource management are a feature of the programme, providing decision-makers with experience of how REDD can be implemented "on the ground".

For this reason, we seek a qualified Indonesian candidate for the following position:

Forestry and Biodiversity Advisor (SAP Title: Portfolio Manager)

A. Core tasks

In your role you support the country director in preparing intergovernmental consultations and negotiations, steering and further developing the portfolio, taking account of the priorities of partners and commissioning parties/clients, and in country

planning and monitoring the annual objective. You are also responsible for providing specialist support to colleagues in bands 2 and 3 and ensure the quality of the commission's outcomes. You work on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in thematic area.

In consultation with all internal stakeholders, you advise on portfolio and commission management, the use of instruments, individual measures and on the integration of cross-cutting issues (gender, diversity, digitalisation, quality, monitoring) and assure the quality of the offer and reporting system related to commissions.

Your area of responsibility also includes interface management of both global and regional projects and of the bilateral portfolio.

In consultation with your team colleagues and line manager, you also coordinate all issues within your area of work and ensure that they are dealt with promptly and competently. You resolve problems that arise in your area of responsibility based on existing rules and draw attention to more complex challenges in your team.

You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act.

You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation. If required, you also support other experts in familiarizing themselves with and performing their tasks.

You perform the tasks assigned to you by your line manager, where required.

B. Tasks

- Coordinate and support the consolidation of the GIZ Indonesia portfolio in the thematic area of Resilient Nature
- Develop, maintain and regularly update structured portfolio overviews (projects/programmes, budgets, donors, implementing partners, geographic and thematic allocation)
- Prepare, consolidate and quality-assure donor reports, ensuring alignment and coherence within the cluster and producing reports in clear, well-written professional English
- Ensure consistency, accuracy and compliance of portfolio data in line with GIZ and donor requirements
- Support internal portfolio reviews, management meetings and strategic planning processes through the preparation of analyses and briefing materials
- Draft, update and maintain background and briefing documents for intergovernmental and coordination formats (e.g. project reviews, state-of-affairs reports, briefing notes and speaking points)
- Liaise on portfolio-related matters with the GIZ Country Office Indonesia/ASEAN, programmes, clusters, and internal support units, and contribute to acquisition by systematically tracking potential funding windows and maintaining a pipeline of new project ideas.
- Process and respond to portfolio- and client-related enquiries in a professional and timely manner

C. Required qualifications, competences and experience

- University degree in environmental sciences, forestry, agriculture, natural resource management, development studies, journalism, communication studies or another relevant field, with 3–5 years of relevant professional experience in portfolio, programme or project management
- Professional experience in the field of natural resource management / environment is an asset
- Proven experience in donor reporting, data consolidation and quality assurance in an international development or sustainability-related context
- Strong analytical and organisational skills, with experience managing structured information (e.g. portfolios, databases, overviews)
- Excellent written and verbal English skills, with demonstrated ability to produce clear, well-structured professional reports and briefings (at least C2)
- Very good command of MS Office (especially Excel, Word and PowerPoint) and MS Teams; experience with knowledge or portfolio management tools is an asset

Duty Station: Jakarta

Joining Date: As soon as possible

Direct Supervisor: Cluster Coordinator

Please submit your motivation letter and comprehensive resume (including training and list of references) to recruitment-indo@giz.de by **January 6th, 2026** with subject line **FORCLIME PM**

Please name your file as follow format:

[Your Complete Name]_[Motivation Letter/CV/Latest Education Certificate] (i.e: *Nakula Sadewa_CV* or *Nakula Sadewa_Motivation Letter* or *Nakula Sadewa_Reference*)

Only short-listed candidates will be notified.

GIZ Office Indonesia – Human Resources Unit
Menara BCA, 46th Floor, Jl. MH Thamrin No. 1, Jakarta 10310, Indonesia
www.giz.de