



PT Alam Bukit Tigapuluh

I. JOB IDENTITY

Job Title : Environmental and Social Safeguard Coordinator
Direct Supervisor : Operational Manager PT ABT
Scope of Work : -
Location : Tebo, Jambi Province

II. PURPOSE OF THE POSITION

The Environmental and Social Safeguard (ESS) Coordinator plays a critical role in ensuring that all restoration programs, projects and activities within and implemented by ABT, including all aspects of its field operations, adhere to the Environmental and Social Safeguards Framework (ESSF), its standards, guidelines and procedures. This position serves as the primary point of contact for the implementation of this framework, ensuring that human rights, gender equality, Indigenous Peoples' rights, and do-no-harm principles are embedded in all aspects of ABT's project planning and field operations. The personnel ensures compliance with best practices by applying the ESSF and developing localized training and communication materials for staff, partners, and third parties, while also leading efforts to build their capacity to fully understand and implement the ESSF in their work.

In addition to oversight, the personnel provides expert guidance to project teams in identifying environmental and social risks, engaging community stakeholders, designing mitigation strategies, and monitoring the implementation of safeguards. This position is responsible for ensuring that all field operations and projects include the appropriate safeguards requirements and assessments in work plans, and that lessons learned are shared across ABT operations and projects for continuous improvement. Furthermore, the personnel is tasked with making grievance mechanisms accessible to ABT staff members, surrounding communities, and the public, as well as managing related processes. By fostering a culture of respect for human rights and safeguards, the personnel contributes to the overall effectiveness and integrity of ABT ecosystem restoration efforts.

III. ROLES & RESPONSIBILITIES

ABT Focal Point for ESSF

- **Coordinate with teams across ABT, WWF-Indonesia, other WWF Network Offices, and Organizations operating within the same landscape** to ensure that respect for human



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rights, gender equality, and the rights of Indigenous Peoples, and a do-no-harm principle is implemented in all operations, programmes, projects and activities.

- **Adapt ABT internal processes and develop office-level guidelines** to establish the enabling environment to effectively apply the ESSF, its standards, guidelines and procedures to ABT operations, programmes, projects and activities.
- **Ensure all implementing entities within ABT adhere to the ESSF** as a condition for project execution within the concession.
- **Coordinate with WWF Indonesia's ESS National Coordinator** for training and coaching, report on progress made, emerging issues and needs.

Organizational Capacity Building

- **Develop training and communication materials** to enhance the understanding of safeguards among ABT staff, implementing entities, and relevant third parties.
- **Provide training sessions**, including induction for new staff and implementing entities, to build capacity on the safeguards, their provisions, and implications for ABT's operations and project development.

Project Proposal Quality Assurance

- **Provide expert guidance on the ESSF** to ABT staff and staff of implementing entities, help teams identify risks, design mitigation and monitor implementation of safeguards.
- **Ensure proposals are of a quality** that includes appropriate and proportionate safeguards based on robust screening, assessment, mitigation planning processes, and that documentation and monitoring are built into proposals

Safeguard Monitoring, Evaluation, Learning and Reporting

- **Establish and maintain a database** to monitor environmental and social risks, impacts and implementation of avoidance/mitigation measures for ABT
- **Ensure timely preparation of activity and monitoring reports** with analysis based on WWF safeguards guidelines (ESIA, ESMF, ESMP).
- **Regularly evaluate team performance and report findings** related to safeguard to the Operational Manager and Director through monthly meetings or periodic reports to donors (quarterly, semi-annually, annually).
- **Disseminate lessons learned and best practices from ESSF application** to specific aspects of ABT's operations and projects for and/or landscapes for research, knowledge management and learning purposes.



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- Prepare reports related to safeguards implementation.

Stakeholder Engagement

- **Review and regularly update the Stakeholder Engagement Plan** to ensure alignment with evolving project objectives and the needs of stakeholders, particularly vulnerable groups, and affected communities.
- **Lead and facilitate consultations** with Project Affected People (PAP), ensuring adherence to Free, Prior, and Informed Consent (FPIC) principles where applicable.
- **Maintain accurate records** of all stakeholder engagement activities and FPIC processes, ensuring that documentation meets both project and regulatory requirements.
- **Ensure transparent communication** with stakeholders, fostering trust and collaboration between ABT and local communities, government agencies, and other external parties.

Grievance Mechanism

- **Support the implementation of a grievance mechanism** for the office and assist ABT staff in establishing accessible channels in the field, ensuring that affected people can raise concerns and that all submissions are properly documented, tracked, and addressed in a timely and transparent manner.
- **Collaborate on grievance resolution** at the management level, aligning responses with ABT's policies and ensuring that resolutions are in line with environmental and social safeguards.
- **Conduct regular analysis of grievance reports**, identifying trends, and suggesting improvements to enhance grievance handling and foster better relationships with stakeholders.

Information Management Security System

- Store important hardcopy documents in a safe place and not easily visible, accessible, and not easily damaged or eroded by natural elements.
- Store important softcopy documents using secure media as recommended by IT. This also includes restricting access to data/information to authorized persons only, and protecting critical/confidential files with passwords.
- Pay attention to the movement of confidential/critical files, both offline and online. This includes the media used, protecting files to be sent with passwords, and where the storage is afterwards.
- Change email passwords regularly to support email security and data in it



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- Using office servers or private servers that are limited in nature to access the internet. Do not use public wi-fi when accessing critical/confidential files. This also includes staff who on their laptops/work devices have critical/confidential files.

Reporting Authority

The ESS Coordinator will report directly to the Operational Manager of PT ABT.

Internal Working relationships:	Interact and work closely and regularly coordinate with Monitoring and Evaluation Coordinator, Finance, Human Resources, Legal, and all field coordinators, with the aim of ensuring all ABT activities implementation adheres to ESMF.
External Working Relationships:	<ul style="list-style-type: none">• Regularly coordinate with the WWF Indonesia ESS National Coordinator.• Interact as needed with local and national government agencies, universities, CSOs/CBOs, donors, and vendors.

IV. REQUIREMENT

Knowledge & experience	<ul style="list-style-type: none">• Bachelor's degree (master's degree preferred) in biological or social sciences, environmental management, economics and social development, anthropology, Indigenous People's studies or other relevant fields• Minimum of five years of relevant experience in the areas of E&S safeguard systems or risk management; in companies, organizations, or development agencies that operate similar systems• Demonstrated knowledge of Indigenous People's policies, community engagement and development; environmental and social safeguards
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	<p>systems; development of guidance, references and tools related to working with Indigenous Peoples, local communities, environmental and social safeguards; design and monitoring of programs, projects and activities; and advocacy and capacity development.</p> <ul style="list-style-type: none"> • Proficient in English, with strong skills in writing, reading, and conversation. <p>High degree of cultural sensitivity and ability to navigate complexity and social conflict</p> <ul style="list-style-type: none"> • Clear understanding of risk-based approaches to managing projects and programs • Sound understanding of human rights and humanitarian law, and ability to apply human rights and humanitarian law frameworks to documentation. • Ability to develop and facilitate participatory trainings and workshops and provide ongoing technical support to conservation team and relevant third parties. • Knowledge and experience on other social issues for example, gender equity, poverty, child protection is preferable.
Technical/ specific knowledge	<ul style="list-style-type: none"> • Have a strong desire to succeed in personal life. • Work to the highest level of integrity and confidentiality. • Able to lead the team in difficult and challenging conditions (problem solving leadership) and work well in a team. Also able to cooperate with cross-departments/programs well. • Able to work with tight/high targets and measurable achievements. • Have good analytical skills, pursue worker processes, be results-oriented, have good communication skills and interpersonal relations. • Creativity, dynamism and diplomacy



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	<ul style="list-style-type: none"> • Sound judgement and decision-making skills.
Core competencies	<ul style="list-style-type: none"> • Demonstrate good behaviour in the way of working: Strive for Impact • Integrity, respect & collaboration • Listen deeply, collaborate openly and innovate fearlessly • Open-mindedness & acceptance of innovative ideas • Withstand the pressure of high work target deadlines.

V. VALUE IMPLEMENTATION

Courage	<ul style="list-style-type: none"> • Strive for impact – we set and deliver ambitious goals • Take risks, despite our fear of failure, and we innovate without fear • Dare to take decisions and act on that basis • Voice it out, even when it is hard to do
Integrity	<ul style="list-style-type: none"> • Walk the talk – do what we say we will do • Stand firm in 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
Respect	<ul style="list-style-type: none"> • Create a safe and equal space for dialogue • Respect other people's time, priorities, and contributions • Listen deeply, and without judgment to see through the eyes of others • Treat everyone fairly, and strive for diversity and inclusion
Collaboration	<ul style="list-style-type: none"> • Build trust and relationships • Ask for and offer help • Sharing knowledge while acknowledging the expertise of others • Intentionally create and support diverse alliances