



# Communications Manager

## IDH - the Sustainable Trade Initiative

**Based in Jakarta, Indonesia**

IDH, The Sustainable Trade Initiative IDH convenes companies, CSOs, governments and others in public-private partnerships. Together we drive the joint design, co-funding and prototyping of new economically viable approaches to realize green & inclusive growth at scale in commodity sectors and sourcing areas. Our approaches are designed to drive sustainability from niche to norm in mainstream markets, delivering impact on Sustainable Development Goals. We focus on creating positive impact on deforestation, living incomes and living wages, working conditions, toxic loading and gender.

IDH is supported by multiple European governments, including our institutional donors: BUZA, SECO and DANIDA, and we work together with over 500 companies, CSOs, financial institutions, producer organizations and governments in 11 sectors and 11 landscapes in over 50 countries worldwide. IDH is a dynamic and demanding organization of about 100 staff members and consultants at the HQ in Utrecht, the Netherlands and several overseas offices and hubs in Asia and Africa. Effective communication to both internal and external audiences is key to the success and scaling up of our work.

To meet the increasing demand for communication IDH is looking for a full-time Communication Manager to strengthen its Jakarta office.

### **Job profile**

IDH is looking for an experienced, hands-on communication manager with a vision on complicated multi-stakeholder communication tactics and a strong drive to put tactics into practice. You are an excellent content and process manager and are able to tailor communication to different audiences, balance interests of different stakeholders such as companies, governments, financial institutions and civil society organizations. You can act quickly to meet the communication needs of different program managers, but also act as a sounding board on communication tactics for the Director of IDH Jakarta. In addition to the above your day-to-day work will include:

- Initiate, facilitate and organize communication tools and activities for IDH programs in Indonesia, in alignment with program managers
- Manage and coordinate content for corporate, and program specific digital and social media
- Build and maintain an excellent network of contacts with Indonesian media and trade media journalists
- Develop and manage the IDH Indonesia pages on the corporate website, and facilitate a dynamic new media presence for the organization



- Develop, disseminate, and promote IDH's Indonesia newsletter
- 1-on-1 support for program teams with social media and program information dissemination
- Overall communication support including events
- In close alignment with the Head of Communication at HQ in Utrecht, build the IDH branding in Indonesia and coordinate international communication on palm oil, coffee, tea and landscapes
- Initiate audio/visual database of IDH Indonesia's events/projects/programs.

#### **Success factors for the job**

- Produces materials according to plan and deadlines
- Prioritizes and resolves web care challenges
- Contributes constructively to program communication
- Demands continuous improvement from self and others by setting clearly defined objectives
- Proactively takes up communication challenges

#### **Requirements**

- A degree in communications, or other, related field
- At least 2-3 years of work experience in a communication role, preferably in a multi-stakeholder environment
- New media/web design/CMS experience
- Strong grounding in communications tactics
- Excellent writing skills
- Able to translate communication tactics into tangible action
- Skills to create communication materials to present IDH Indonesia to different audiences
- Experience as a journalist working in Indonesia is a plus
- Ability to work under high pressure, and act swiftly
- Strong organizational skills
- Excellent verbal and written communication skills in both Bahasa Indonesia and English.
- Proactive, hands on, entrepreneurial;
- Ability to function in a demanding working environment under high pressure
- Affinity with, and knowledge of supply chain sustainability and international trade
- Willing to travel to IDH field projects across Indonesia

#### **Conditions**

IDH offers a challenging position within an enthusiastic and passionate team, in which you can contribute to global change. We offer a market conform salary, depending on seniority and working experience, and solid fringe benefits. The position is for 32-40 hours per week.

#### **Applications**

For more information about this position please contact Zakki Hakim at [hakim@idhtrade.org](mailto:hakim@idhtrade.org). To apply, please send your CV and cover letter (in English) to Iris van Oort at [jobs@idhtrade.org](mailto:jobs@idhtrade.org). This application will be open until a suitable candidate is found.