



Yayasan Suluh Insan Lestari

<https://suluh.org/>

Ethnologue Project Indonesia (EPI) Manager (Jakarta)

DIVISION: Language Assessment and Development

REPORTS TO: Petrus Lambe, Program Leader

ORGANIZATIONAL CONTEXT: Suluh is a Christian organization which seeks to empower minority-language communities through training in holistic language-related development. Ethnologue Project Indonesia (EPI) is one of Suluh's teams. The focus of the team is research into and training of minority-language communities.

VALUES: To love, to be humble, to have integrity, to respect others and create a safe environment, to work as a team, to serve professionally, to be trustworthy, to work well with cultural diversity, to be focused on bringing blessing to Indonesia's minority language communities.

POSITION PURPOSE: To guide, enable, and empower this young team to grow, stay united, and accomplish their goals of supporting the Bible Translation (BT) movement in Indonesia. This will be done in coordination with Suluh's program leader and the external project coordinator.

Essential Functions

- Work with team members to set goals and plan their work, set priorities, track progress, give encouragement and advice, and hold them accountable for performance
- Participate in or lead organizational meetings
- Budget, monitor spending, and report on team progress and benchmarks
- Develop and maintain key project relationships with trust and collaboration

General Qualification and Standards

- Motivated by passion to share Christ with others
- Bachelor's degree at minimum, M.A. preferable
- Preferably certified in PMP (Project Management Professional)
- Min. has 4 years of experience leading or managing
- Has proficiency in English speaking/understanding (TOEFL 76/ IELTS 6.0)
- Understands Indonesian foundations
- Can commit to working 40 hours/week (with some irregular hours)
- Able to travel both domestically and internationally
- General understanding of linguistics and community development

Specific Qualifications

Skills specific to management

- Experience administering employees
- Can break objectives into manageable tasks and delegate them
- Flexible and able to track multiple streams of work
- Computer literate
- Able to adapt with sudden change of the team or partners' agenda.

Skills specific to finance

- Can work using Microsoft Office (especially Excel)
- Trustworthy and confidential
- Ability to manage project grants

Competencies

- **Shepherd's heart:** assesses opportunities for growth and development; coaches for leadership at every level; willing to put underlings' success ahead of personal success
- **Learning spirit,** high curiosity, analytic and critical thinking skills
- **Independent,** able to work steadily and effectively under minimum supervision
- **Adaptability:** adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events
- **Culturally sensitive:** Experience working with people of different cultural and religious backgrounds, Indonesians and foreigners
- **Ethics:** treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.
- **Cooperation/Teamwork:** responds to requests for help in a timely and thorough manner; shares critical information with everyone involved in a project; helps to set a tone of cooperation within the work group and across groups; when appropriate facilitates discussion before decision-making process is complete

Benefits

- Days in lieu will be provided for non-standard workdays.
- Suluh Insan Lestari offers a salary package with health benefits based on government regulation.
- An initial contract will be for 12 months, with a three-month probationary period.
- Suluh Insan Lestari covers costs associated with relocation.

Please send your CV to: hrd@suluh.org and benny_sianturi@suluh.org ASAP before June 15, 2022.