



# National Director Indonesia

August 2024



# About Habitat for Humanity Indonesia

Habitat for Humanity Indonesia is a prominent nonprofit dedicated to improving housing for low-income families. Since 1997, the organization has built over 38,945 homes and supported more than 204,000 families. Aligned with the government's "100-0-100" program to reduce slum areas and inadequate housing, Habitat for Humanity Indonesia works with individuals, groups, and businesses to promote safe, affordable housing. As part of a global network operating in over 70 countries, Habitat for Humanity Indonesia continues to drive positive change, empowering families to achieve stability and self-reliance.





# The Role

**Role:**

National Director

**Reports to:**

National Board of Trustees through its Executive Board  
(Chairman, Secretary and Treasurer)

**Supervises:**

- Head of Finance
- Head of Resource Development
- Head of Human Resources
- Head of Communication
- Head of Program/Operations
- IT Manager
- Secretary to the National Director

**Location:**

Indonesia – Full time in office

**Travel:**

30% of travel expectations both international and domestic

# Job Summary

The National Director (ND) will lead the Habitat for Humanity (HFH) Indonesia national organization (N.O.) in fulfilling its critical, complex role as housing expert, convener, and lead implementer of innovative housing solutions. The ND is accountable to lead, direct, develop and manage HFHI resources ensuring quality, effectiveness and accountability in line with Habitat for Humanity International's (HFHI) policies, protocols and standards. This role is also responsible for developing the capacity of the N.O. to fulfill the purposes of Habitat for Humanity in Indonesia. The position enables sound organizational growth through effective strategic and operational development, with an emphasis on collaboration, innovation and quality programming in alignment with HFH's strategic goals. The National Director must be a compelling, transformative leader with 10+ years of NGO or development sector leadership experience encompassing the following:

- Orchestrating wide-spread public and donor engagement and support of the organization's mission and strategy through a clearly articulated value proposition.
- Building a highly competent, technical leadership team and empowering, agile organizational

culture capable of developing and implementing organizational strategy.

- Leading a wide range of diverse internal and external stakeholders through complex organizational change.
- Building and leading multi-sector coalitions and strategic partnerships to successfully scale solutions and advocacy impact and expand funding support.
- Securing institutional funding to support evidence-based, innovative, scalable solutions.
- Navigating the complexity of matrixed NGO structures, demonstrating collaboration with and accountability to local communities as well as local and international governance structures.
- Overseeing operational excellence of a direct service organization, including safeguarding, financial management, monitoring and evaluation, and other quality controls.

This position is accountable to the National Board of Trustees and HFH's Area Vice President in carrying out the strategy, plans and program of HFH in Indonesia which are developed collaboratively with HFHI Area Office and approved by the Board as translation of HFH vision and mission.



# Responsibilities

## Strategic & Visionary Leadership

Cast a clear and transformative vision of the future of housing to build public and donor support; Shape the future direction and success of the organization by aligning the organization's vision, mission, goals, and resources with a well-defined ambitious strategy; Lead organization in developing strategic positions on national housing deficits and intersecting issues (e.g., urban development, climate change) to inform strategy development; Leverage a clearly articulated value-proposition to drive public and institutional donor engagement and support of housing deficits and proposed solutions.

## Fundraising and Resource Mobilization

Secure institutional funding to support evidence-based, innovative, systemic housing solutions; Solicit major gifts, cultivate donor relationships, and identify and secure funding sources, grants, and donations to support HFHI's initiatives aligned to HFHI's vision and mission; Acquiring and allocating both financial and non-financial resources necessary to achieve the organization's goals.

## Program Management

Oversee the implementation and growth of innovative, evidence-based programming; Lead a structured approach to managing multiple interrelated projects and initiatives within the organization to achieve a set of strategic goals or objectives; Guarantee community empowerment and accountability in all programming through the implementation of the country strategy, Theory of Change and refined M&E in all programming; Guarantee a responsive and agile approach to all programming.

## Board Relations

Collaborate with the board of directors, seeking their involvement in shaping the organization's strategic direction and key decisions; Ensure transparency in communications, decision-making processes, and financial reporting to enable board members to make informed decisions and fulfill their fiduciary responsibilities.

## Stakeholder Engagement

Leverage Habitat's global influence and coordinate with HFH Asia Pacific Area Office and other regional National Organizations to grow key partnerships and strengthen advocacy efforts; Strengthen relationship and coordination efforts with national and local governments, NGO leaders, and other key development sector organizations; Cultivate and drive strategic, multi-sector coalitions for shelter innovation to advance and scale housing solutions.

## Governance, Accountability, Ethics, and Operational Excellence

Oversee the installation of and adherence to high-quality safeguarding, financial management, monitoring and evaluation, and other quality control measures; Ensure the organization's ethical standards adhere to HFHI, international development, and national ordinance requirements; Champion an organizational culture of safety, inclusivity, and accountability; Ensure quality control measures, ethics, and related measures and practices function are integrated into staff training and talent management processes; Leverage previous experience with NGOs and matrixed governance structures to strengthen alignment and collaboration between NO

board of directors and the global Habitat organization; Lead coalitions and implementing partners in establishing shared ethical and quality control standards to actively minimize the risk of harm to Habitat constituents and partners.

## Advocacy and Public Relations

Actively support, promote, and champion HFHI's cause; Work to bring about change, raise awareness, and influence decision-makers at various levels, such as government, corporate, or community leaders; Utilize a broad set of communication strategies and activities aimed at managing and shaping HFHI's image, reputation, and relationships with various stakeholders, including the public, customers, investors, employees, and the media; Engage in public speaking, media engagement, and public relations efforts.

## Team Leadership

Build a top-tier, people-centric leadership team that is highly competent and supportive; Guide and direct the leadership team toward common goals and objectives; Lead, coach, motivate, and manage the team to achieve specific tasks, projects, or organizational objectives; Create a collaborative and

## Compliance and Reporting

Ensure the organization complies with all legal and regulatory requirements and provides accurate reporting to stakeholders; Communicate relevant information, data, and findings to internal and external stakeholders; Present information in a clear, accurate, and transparent manner.



# Responsibilities

## Organizational Culture

Shape and promote a resilient organizational culture through shared values, beliefs, attitudes, behaviors, and norms; Influence how employees interact, make decisions, and perceive the organization's mission and vision; Ensure that the organizational culture is inclusive and safe, finding strength in diversity of culture, background, and talent and respecting all employees equally.

## Safeguarding Responsibilities

- a. Ensure the N.O.'s compliance with HFH Safeguarding Policy, Ethics Covenant, Code of Conduct and provide an enabling culture and environment to support compliance and learning.
- b. Respect and safeguard the rights and dignities of all people, and protect our staff members, volunteers, partners, beneficiaries, research participants, and community members (especially vulnerable adults and children) from bullying, sexual exploitation & abuse and sexual harassment.

# Candidate Profile

**Willingness to lead and affirm the Christian mission and principles of Habitat for Humanity International.**

## Minimum Requirements

University degree in a relevant field, such as international development or relations, public administration, management, civil engineering, and/or social sciences.

## Years of Related Experience

- 10+ years of NGO or development sector leadership experience; 5+ years successful international experience, preferably in the non-profit sector.
- Programming experience in systems change and experience of working with governments/markets to transform and strengthen systems.
- Experience in developing proposals and successfully executing projects with funding from institutional donors.
- Experience in the development and nurturing of strategic partnerships in both a peer and lead agency role.
- Experience developing and implementing projects funded by complex donors and of working and negotiating with large institutional donors; e.g. USAID, EU, etc.

## Knowledge, Skills & Abilities

- **Ethical Leadership** - Having strength of character and showing zero tolerance for unscrupulous and unethical behavior. Influencing others to follow a set moral code

and encouraging them to stand against corrupt and unjust work practices.

- **Strategic Mindset** - Proactively identifying strategic opportunities, developing strategic and operational plans, setting long-term goals, and mitigating risks in line with the organizational vision, objectives, purpose, and guiding principles.
- **Articulating the Vision** - Promoting and communicating an inspiring, positive, convincing, and compelling picture of the organization's vision that motivates others to action.
- **Global Mindset & Inclusivity** - Supporting and driving the fair treatment of organizational members, partners, and constituents by promoting diversity, and fostering a climate of equality and inclusion.
- **Driving Results & Success** - Setting, and driving others towards the achievement challenging, quality-driven performance goals by removing barriers, channeling resources, managing team dynamics, and monitoring endeavors to deliver desired end-results in the face of complex work demands.
- **Advocacy** - Representing Habitat and its interests at regional/continental events, conferences, and coalitions for the purpose of continental networking, positioning, and partnership building. This also includes ensuring the compliance and quality of national advocacy programs and sustaining advocacy partnerships at regional level.





# Candidate Profile

## Preferred Requirements (in addition to minimum)

- Master's Degree
- In depth knowledge of Housing Market Systems
- Familiarity with construction and appropriate technology
- Proficiency in the primary working language(s) of the country of posting
- Active support of HFHI Values:
  - Humility – We are part of something bigger than ourselves
  - Courage – We do what's right, even when it is difficult or unpopular
  - Accountability – We take personal responsibility for Habitat's mission

## Ethics and Safeguarding

We require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.



# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-082024-HFHI or Pat-Jones-CoverLetter-082024-HFHI.

## Timeline

Closing Date:	14th October 2024
First stage interviews:	TBC
Final interviews:	TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Diversity, Equity and Inclusion Commitment

Habitat for Humanity Indonesia is committed to building a diverse, inclusive workforce, and that begins with our talent acquisition team. We endeavor to reach diverse audiences for our openings, are committed to having diverse interviewer panels for candidates and work to educate hiring managers about important issues such as unconscious bias and how to conduct fair and equitable interviewing and hiring processes.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [nsutcliffe@oxfordhr.com](mailto:nsutcliffe@oxfordhr.com) in the first instance.

# About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we’ve seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation’s mission and success. We work across the globe to search for a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: [oxfordhr.com](https://oxfordhr.com)



## Oxford

46 Woodstock Road  
Oxford  
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

## Amsterdam

Korte Schimmelstraat 12  
1053 SZ  
Amsterdam

The Netherlands

+31 (0) 683 334 473

## Nairobi

Indigo Cowork Space  
Off General Mathenge Road  
Westlands  
Nairobi

Kenya

+254 (0) 715 163 631

## Singapore

6 Battery Road  
#06-16  
049909

Singapore

+65 (0) 9114 1439

## Washington

1250 Connecticut Avenue NW  
Suite 700  
Washington, DC  
20036  
United States of America