

Terms of Reference

City Programme Manager

A Short-Term Consultancy Position

Job title: City Programme Manager – Jakarta

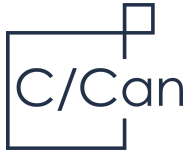
Location: Jakarta, Indonesia

Duration: 5 Months

About City Cancer Challenge

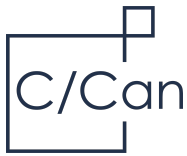
City Cancer Challenge (C/Can) is a global impact-driven NGO committed to improving cancer care in resource-limited settings by empowering cities to drive sustainable, locally-owned solutions. Through strategic partnerships and a collaborative, data-driven approach, C/Can supports cities in strengthening their healthcare systems, addressing local cancer care needs, and ensuring equitable access to treatment for all patients, everywhere. We believe every city should benefit from proven, sustainable solutions tailored to its unique needs, and that lasting change begins locally. C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 16 cities around the world as impact-generating cities on their long-term cancer system transformation.

In addition, C/Can also responds to country-level requests for targeted support in specific aspects of their cancer control strategies. To do this, it leverages, adapts, and contextualises C/Can's technical assets and know-how into tailored programmes at the city level. Jakarta in Indonesia has been selected as the third city globally to pilot this new and complementary strategy, focusing on strengthening breast cancer care. This milestone marks the beginning of a new chapter, one that builds on C/Can's tested experience in delivering high-impact solutions, designed to strengthen systems for detection, diagnosis, and treatment of breast cancer, in line with the WHO's Global Breast Cancer Initiative (GBCI).



About Dharmais Cancer Hospital (Rumah Sakit Kanker Dharmais)

Dharmais Cancer Hospital is a state-owned tertiary referral hospital specializing in cancer prevention, diagnosis, treatment, research, and education in Indonesia. Located in West Jakarta, the hospital operates under the supervision of the Indonesian Ministry of Health and serves as a national center for oncology services. Dharmais Cancer Hospital provides comprehensive cancer care and supports the development of national cancer control policies, clinical research, and professional training programmes.



Summary of Position

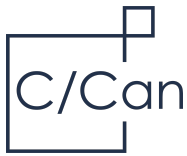
C/Can's engagement with Jakarta in partnership with Dharmais has the following two objectives:

- To equip the city of Jakarta with the foundations to implement a city-specific pilot for comprehensive breast cancer management, aligned with the Breast Cancer National Action Plan and based on the capacity of the local health systems.
- To support the national government to replicate Jakarta's city engagement model as a blueprint for the local, context-specific implementation of the plan in other cities across the country.

To achieve these objectives, the City Programme Manager will act as the primary representative of C/Can, and focal point and liaison between C/Can, Dharmais National Cancer Hospital, the city health authorities, and other key stakeholders. This role will coordinate all city-level activities and ensure the successful delivery of C/Can's key pillars of engagement, including stakeholder mapping and technical group formation, needs assessment, action planning, and the development of priority project concept notes by the teams responsible for future implementation.

The City Programme Manager will report to the Regional Director for Asia, with additional reporting responsibilities to Dharmais National Cancer Hospital and the dedicated enabling team driving the collaboration, which will integrate the role into its working team to provide day-to-day oversight. Daily programmatic guidance will be provided by the C/Can Programme Manager, who will also facilitate connections with various C/Can functions, while the Director for C/Can Horizon will offer overall strategic and financial oversight through regular planning and review meetings.

The position will be hired initially for a 5 month period with the potential for extension depending on funding availability. The position is based in Jakarta and the candidate should be living in Jakarta.



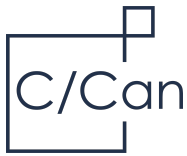
Key Responsibilities

Project Management

- Lead and support the city during the City Engagement Process focusing on Stakeholders Engagement (mapping and establishing Programme Governance), Breast Cancer focused Needs Assessment, City Cancer Action Planning, and Priority Project Concept Notes Development following the programme design and methodological guidance provided by C/Can
- Pave the way for the city to implement the City Breast Cancer Action Plan in the future.
- Coordinate meetings of the governing and technical bodies to establish them as sustainable city bodies and keep them abreast of the latest developments.
- Maintain up-to-date timelines and plans for all city level activities, ensuring completion of actions according to agreed timelines and that all stakeholders, including the C/Can Global team, Dharmais (as a local enabling partner), and the funding partner Roche, ensure all parties are well informed of progress.
- Identify and report any specific project risks, including the level of stakeholder engagement, governance, operational, financial or external risks, that may impact the success of City Cancer Challenge and the local enabling partner when identified.

Advocacy for scaling the city model to a country level

- Mobilise, national-level stakeholders and decision-makers to support the adoption of the city model by the national government and/or other city governments
- Advise on practical ways to enhance and amplify the city's work with C/Can and Dharmais at both local and national levels, in order to increase the visibility of the process and its results.
- Ensure C/Can remains fully informed of national and local political and social contexts, and position C/Can as a neutral yet trusted partner in the national cancer control space.
- Build partnerships and secure engagement with city leaders, technical advisors, and partners, ensuring C/Can and Dharmais' work is aligned with local, regional, and national cancer control efforts.



Communications & Partnerships

- Support the development and publication of key communication materials on the work of C/Can and Dharmais in the city ensuring strong communication within the partners – contributing to the projects and the relationship management and externally to continue to build buy-in with other stakeholders.
- Contribute to the Asia regional communication strategy.
- Actively identify fundraising opportunities by engaging with potential local regional partners. Keep the C/Can global team and Dharmais updated on the potential fundraising opportunities.

Monitoring, Evaluation and Reporting

- Ensure the preparation and submission of quality and reliable data on the progress, results, and impact, including quarterly progress reports based on Monitoring, Evaluation and Learning framework.
- Support the development of case studies, best practice and other learning materials as required to foster knowledge-sharing and promote C/Can & Dharmais' work.

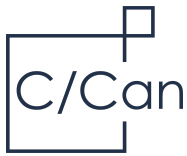
Systems and process

- Ensure all expenditures for city level activities follow agreed budgets, ensure value for money and comply with C/Can policies.
- Actively support the development and roll out of C/Can systems and tools for city level activities.

Selection Criteria

Required education and work experience

- University degree in business, management, health administration, development or social studies, health economics, public health, finance/economics or related field, advanced degree preferred.
- A minimum of 5-7 years of experience working in the management of projects with multiple stakeholders, preferably as part of national and international development projects in global health.
- Broad understanding of the healthcare system and the interactions between stakeholders.



- Demonstrated experience managing partnerships and national or international grant applications.
- Comfortable working with a global team that works in different time zones.

Languages

Native Bahasa speaker; with business-level proficiency in written and spoken English are required.

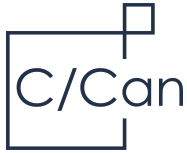
Required competences

- Project management: a high level of project management, managing complex multi-sectoral planning processes. Ability to manage deadlines and expectations.
- Partnership management: Awareness of stakeholders' interests and backgrounds, and ability to adapt to different working styles; inclination to reach out to work with others; facilitation; networking skills.
- Negotiation and communication: Communicates effectively across all levels of understanding and ability to communicate key messages and motivate.
- Generates consensus through their work.
- Geopolitical awareness: In-depth knowledge and understanding of local social and political realities and dynamics, using appropriate strategies to create buy-in.
- Understanding of the healthcare system and its integration with policy development at the state and national levels.
- Proven skills, knowledge, and experience in navigating complex political systems in the health sector. Personal effectiveness and mindset: Proactively finds innovative and creative solutions, is resilient and acts with integrity. Shows passion for C/Can's mission and contributes to the reputation of C/Can in the city.
- Innovation: Ability to adapt the C/Can model to local contexts and develop innovative solutions to overcome challenges.

Work Station

Dharmais Cancer Hospital (Rumah Sakit Kanker Dharmais)

Jl. Letjen S. Parman Kav. 84-86, Slipi, Palmerah, Jakarta Barat 11420, Indonesia.



How to apply

The candidate may submit their application (via e-mail), including a Curriculum Vitae and Cover Letter, to **recruitment@citycancerchallenge.org**. PDF documents are preferred, with your name as the file title (i.e., Name CV, Name Cover Letter). Email subject line: **Jakarta CPM**. Applications should be received no later than 15 September 2026. Only short-listed candidates will be contacted.