

JOB OPPORTUNITY
Urban-LEDS II Project Assistant – Indonesia

About ICLEI Southeast Asia

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. By helping the ICLEI Network to adopt urban pathways on low carbon, resilient, nature-based, people-centered, and circular development, ICLEI impacts over 25% of the global urban population.

ICLEI was founded in 1990 as the 'International Council for Local Environmental Initiatives' when more than 200 local governments from 43 countries convened during the World Congress of Local Governments for a Sustainable Future. In 2003, having broadened its mandate beyond mere environmental issues, it adopted the name ICLEI – Local Governments for Sustainability.

Based in the Philippines, the ICLEI Southeast Asia Secretariat (ICLEI SEAS) currently operates in Indonesia, Lao PDR, Malaysia, Thailand, Vietnam, and the Philippines. The Secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes.

In Indonesia, ICLEI SEAS operated through Yayasan ICLEI – Local Governments for Sustainability Indonesia, a duly registered non-profit foundation under the laws of the Republic of Indonesia, domiciled in South Jakarta, Indonesia.

Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)

Overall Objective: Contribute to the reduction of greenhouse gas emissions by the promotion of Urban Low Emission Development Strategies (Urban LEADS) in cities/towns in emerging economies (Brazil, Colombia, India, Indonesia, and South Africa), and Least Developed Countries (Bangladesh, Lao PDR, and Rwanda). This objective is aligned with the implementation of the Paris Agreement under the UNFCCC.

Specific Objectives:

1. Enhance vertical and horizontal integration of climate action in support of National and Local Strategies and Policies.
2. Support and guide selected local governments in developing and approving Urban Low Emission Development Strategies in four new countries (Lao PDR, Bangladesh, Rwanda, and Colombia), resulting in measurable GHG emission reductions and adaptation co-benefits.
3. Consolidate Urban LEADS achievements in cities in existing (Phase I) countries (Brazil, India, Indonesia, and South Africa).
4. Promote international, regional, national, sub-national and local government cooperation on urban climate action, leading to an increase in urban stakeholders' capacity to implement climate action.

Urban LEADS II Project Assistant – ICLEI Indonesia Office

Employment Agreement	<p>Contract position with Yayasan ICLEI – Local Governments for Sustainability Indonesia available beginning January 2019 until March 2021.</p> <p>Contract will be renewed annually with first six months probationary.</p>
Location:	Jakarta, Indonesia.
Working Hours:	Full-time employment of 40 hours/ week; periodic communication with global partners may require work beyond office hours.
Role Brief:	Assist in the implementation of Urban-LEADS II activities in Indonesia including coordination work with cities, national ministries, and other relevant stakeholders. Specifically, Project Assistant will work closely with the Urban-LEADS II Model Cities (Bogor and Balikpapan) as well as Satellite Cities (Kabupaten Bogor, South Tangerang, Tarakan, Bontang) to achieve project deliverables.
Direct Supervisor	ICLEI Indonesia Urban-LEADS II Project Officer
Key Duties	<ul style="list-style-type: none"> ● Assist the Project Officer in implementing Urban-LEADS II project activities. ● Provide administrative, logistical, and technical support in the organization of events, meetings and workshops, etc. ● Assist in the preparation of Urban-LEADS II quarterly progress reports in English as required by ICLEI Southeast Asia and ICLEI World Secretariat. ● Assist in the updating of Indonesia's country profile, city profiles, cCR (carbon Climate Registry) and other requirements as the need arises. ● Assist in conducting research on institutional landscape and multi-level governance approach towards low emission urban development in Indonesia. ● Assist in generating communication materials, website content, and articles for the project newsletter, etc. ● Assist in the implementation of pilot/demonstration project in both model and satellite cities. ● Provide translation and interpreting support of Indonesian language materials to English and vice versa. ● Participate in Urban-LEADS II project team calls and other face-to-face meetings with other ICLEI offices, as the need arises. ● Prepare official communications for cities and national governments including relevant follow-up and coordination as required by the Urban-LEADS II project ● Participate in meetings and dialogues with national government and other key stakeholders. ● Perform other tasks as may be assigned from time to time.
Key Selection Criteria / Experience and Education	<p>Qualifications</p> <ul style="list-style-type: none"> ● Bachelor's degree in Environmental Science, Urban Planning, Energy, Development Studies, Community Development, Public Policy, Social Science or other related fields. ● Indonesian nationality. ● At least two years of relevant experience in project management/ implementation, stakeholder engagement, strategic planning and event arrangement. ● Knowledge in local development planning with focus on policy development, climate action planning, energy and transport, and other related topics. <p>Working Competencies</p>



	<ul style="list-style-type: none"> ● A sound understanding of sustainable development and climate change in the city government context. ● Experiences working with local governments in Indonesia is an advantage. ● Previous experiences in development work or related work for donor organizations, government institutions, NGOs (may include relevant internship/ volunteering work) is an advantage. ● Good knowledge of local, provincial, and national government systems is an advantage. ● Fluency in spoken and written English is a must. ● Good research skills. ● Excellent writing, presentation and communication skills. ● Excellent relevant computer and software skills (Microsoft Office: Word, Excel and Power Point). <p>Corporate Competencies</p> <ul style="list-style-type: none"> ● Demonstrate commitment to ICLEI's vision, mission, and values. ● Strong leadership and organization skills. ● Communicating and Information Sharing: Facilitates and encourages open communication, and strives for effective communication. ● Self-management and Emotional Intelligence: Ability to work under pressure and stay composed and positive even in difficult moments and handles tense situations with diplomacy and tact. ● Conflict Management: Addresses conflicts proactively, striving for mutually acceptable solutions. ● Ability to work independently with minimum supervision and as part of a dynamic group in multicultural environment. ● Ability to manage multiple tasks at the same time without compromising both the quality of output/s and project deadlines. ● Creative, motivated, with keen attention to detail and highly organized. ● Must be willing and able to travel domestically and internationally.
Salary range	IDR 8,100,000 (all taxes and insurance included)

Application Process

To apply, please submit the following documents through e-mail with subject "**PA ULEDS2 – [your name]**" no later than **18.00 WIB on Monday/ 28th January 2019**, to: iclei-indonesia@iclei.org:

1. **Cover letter** that demonstrates your experience, qualifications and why you feel you would be the right choice for this position. Please address the cover letter to:

Country Manager

Yayasan ICLEI – Local Governments for Sustainability Indonesia

2. **Latest CV** and completed **Key Selection Criteria Response Form**

Application letter, CV and Key Selection Criteria response form must be under one file name and must be filed as "**PA ULEDS2 – [your name]**". Please use English for all communications. Only successful



candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.

