

TERMS OF REFERENCE

Project Assistant, 100% Renewable Energy (100% RE) Project ICLEI Indonesia Office

(Last updated 15 March 2019)

Position Title	: Project Assistant
Direct Supervisor	: 100% RE Lead Project Officer
Location	: Jakarta, Indonesia
Classification	: Annual contract
Conditions	: Project basis, renewable, 6-month probationary period
Working hours	: Full-time employment of 40 hours/ week; periodic communication with global partners may require work beyond office hours
Starting date	: January 2020
Salary Range	: (All Inclusive)

About ICLEI

ICLEI - Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The *ICLEI Southeast Asia Secretariat* (ICLEI SEAS) serves members in Indonesia, Thailand, Malaysia, 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 to implement programs on urban resiliency, low emission development, integrated resource management, and other sustainability themes. ICLEI SEAS continuously inspires and invites local governments from provinces, cities, municipalities, and urban regions to forge partnerships for sustainability concerns specifically in terms of addressing climate change vis-à-vis urbanization; and encourage them to make this an important consideration in local development planning.

ICLEI operations in Indonesia took off in 2000 with the Cities for Climate Protection campaign which was successfully run paved the way for expanding its advocacies on climate change mitigation in the country. ICLEI Indonesia Project Office started to run in 2013. Over the years, it has tackled other sustainability themes and has strengthened its membership base across the nation which led to the establishment of “Yayasan ICLEI – Local Governments for Sustainability Indonesia” in December 2017.

About the Project

The *100% Renewable Energy Project: Toward 100% Renewable Energy Cities and Regions for Climate Change Mitigation* is a four-year international project that will be implemented in three countries, Indonesia, Argentina and Kenya. The project will support cities and regions those countries to develop community-wide 100% RE strategies with increased awareness and stakeholder engagement. It will support the assessment of local RE potential and project concepts, as well as the development of financeable projects. The project will consolidate methodological tools and resources to support the development of city and region-wide 100% RE strategies and create opportunities for peer-learning.

The project will promote multi-level governance policy dialogue, strengthen capacities and encourage the development of national, regional and local enabling frameworks to unlock the local potential for RE and energy efficiency. It will showcase how local projects and policies contribute to the achievement of national climate and energy targets in Nationally Determined Contributions (NDCs) and other policy objectives such as energy security and job creation, in alignment with the Sustainable Development Goals.

General Function

The **Project Assistant for 100% RE Project** shall work closely with relevant ICLEI Indonesia’s Project Officer in assisting the planning, management, and implementation of the project. This position will perform administrative management and logistical support for effective project implementation and will support the Project Officer and others involved in

the project in coordination with the Country Liaison Officer and Country Manager to ensure the timely accomplishment of project deliverables.

Specific Duties and Responsibilities: With guidance from the Country Liaison Officer, you will assist on different tasks. Your duties will be, but are not limited to:

General Role Brief:	Assist in the planning and the full-implementation of 100% Renewable Energy activities in Indonesia including coordination work with cities, national ministries, and other relevant stakeholders.
Key Duties	Administration and Logistical Support: - Organize and monitor schedules and see that deadlines are met - Assist in budget planning, cash advances and liquidation reports including budget monitoring to help ensure resources are used efficiently - Complete any necessary administrative tasks, email and logistics in project related events - Coordinate travel needs, schedules and meetings and prepare documents and monitor activities. - Manage project file systems and participate in project related calls. - Provide translation support from Indonesian – Bahasa to English and vice versa Technical - Assist in the overall implementation of the project; - Assist in carrying out project related research, including but not limited to collecting, compiling, analyzing data and information as well as writing the report; - Assist in overseeing the activities of the project and team; - Assist in convening and reporting periodically on the status of the project to ICLEI SEAS and WS; - Collaborate with the whole project team, contributing to the entire project lifecycle; - Assist in monitoring the progress of the project; - Assist the Project Manager in the preparation of the project completion report; Coordination/Communication - Work collaboratively with the Country Liaison Officer and team to effectively and efficiently implement the project; - Coordinate efforts within the team and with internal and external partners efficiently and in coordinating the implementation of the project with the other partner agencies, Local Government Units (LGUs) and national government; - Develop reports and correspondence in consultation with the CLO and Team. - Coordinate with project teams on tasks as per objectives. Others - Support Yayasan ICLEI Indonesia through conceptualization, development and implementation of projects and researches in Indonesia, including but not limited to proposal development. - Perform other tasks as maybe assigned from time to time related to office operations and other projects.
Key Selection Criteria / Experience and Education	Qualifications - At least a bachelor degree in energy, energy-economics, social sciences, environmental science/ management, urban and regional planning, development studies or other relevant degree; or a combination of relevant education and experience. - At least 2 years relevant experience - Legally able to work in Indonesia

	Working Competencies • Good command of English language, both written and spoken. • Good organizational, research, writing, presentation and communication skills. • Proficiency in Microsoft Office applications (e.g. Excel, Words, Power Point) is a must. • Knowledge of sustainable development, national and local development planning, climate action planning, National Energy Plan, energy governance, and local government operational frameworks/processes is an advantage. • Previous volunteering/ internship experience in development work or related work for local/ national government institutions, NGOs, private sector is important. • Fresh graduates are welcome to apply. Corporate Competencies • Demonstrates commitment to ICLEI's vision, mission, and values. • Ability to work in international environment, independent, proactively, and has willingness to learn. • Creative, passionate in sustainable development, self-motivated, with keen attention to detail and highly organized. • Demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising both the quality of output/s and project deadlines. • knowledge in government processes • Ability to work under pressure and stay composed and positive even in difficult moments and handles tense situations with diplomacy and tact. • Ability to work independently with minimum supervision and as part of a dynamic group in multicultural environment.
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To apply, please submit a **Cover Letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position, along with your **latest CV**, completed **Key Selection Criteria Response Form**, and other **supporting documents** (Certificate of Education, Certificate of Work, etc.). Applicants who fail to comply with the above will not be considered.

Please send all materials in **one .pdf file** through email with subject "**100%RE_PA – [your name]**" no later than **18.00 WIB on Monday/ 6 January 2020**, to: iclei-indonesia@iclei.org.

**) You may combine all documents using free online application such as smallpdf.com.*

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 and ICLEI Indonesia Office, visit <http://icleiseas.org/>.