

TERMS OF REFERENCE

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

(Last updated 13 December 2019)

Position Title	: Project Officer
Direct Supervisor	: Country Manager
Location	: Jakarta, Indonesia
Classification	: Annual contract
Conditions	: Project basis, renewable, 6 months probationary
Working hours	: Full-time employment; periodic communication with global partners may require work beyond office hours
Starting date	: January 2020
Salary Range	: IDR ... (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 implemented in three countries: Indonesia, Argentina, and Kenya. The project will support cities and regions in those countries to develop community-wide 100% RE strategies and activities that can support awareness building and stakeholder engagement. It will support the assessment of local RE potentials 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 and policy dialogs, strengthen the technical capacities of local governments, 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 the countries’ 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 Officer for 100% RE Project** shall work closely with ICLEI Indonesia Country Manager and ICLEI SEAS’ Regional Director in effectively and efficiently implementing the activities and tasks assigned to attain the goals and objectives of the project. The job holder will also be responsible for overseeing the project work plan performance, participating in project planning, budgeting, and monitoring and reporting project progress.

Specific Duties and Responsibilities

<p>General Role Brief:</p>	<p>The Project Officer shall work closely with the ICLEI – Local Governments for Sustainability Indonesia Office team members in the overall planning, management and implementation of projects assigned. The job holder shall provide analytical and management support to the Project Officer/ Program Coordinator, in close coordination with the Country Manager (or its interim) and the Regional Director, to ensure the timely accomplishment of project deliverables. The Project officer shall be designated as the country Liaison Officer for the 100%RE Project.</p>
<p>Key Duties</p>	<p>General</p> <ul style="list-style-type: none"> • Support the Country Manager in the day-to-day management of the activities and workload of Yayasan ICLEI Indonesia. • Coordinate matters related to the 100% RE project and assist in other tasks related to other projects implemented in Indonesia. • Support Yayasan ICLEI Indonesia in the conceptualization, development, and implementation of projects and research activities in Indonesia. • Perform other tasks as may be assigned related to office operations and other projects. <p>Project Coordination and Support</p> <ul style="list-style-type: none"> • Provide inputs, assistance, and recommendations for technical components of the project such as the development of RE and EE strategies, assessment of local capacity needs and energy profile and potential, development of local solution packages, national policy recommendations to support energy transition, and development of financeable RE projects. • Ensure the coordination and implementation of work packages under the relevant project. Update project schedules and ensure all necessary parties are aware of project deadlines and deliverables are met. • Organize meetings, inform necessary parties of deadlines, write workflow procedures, and train project staff. • Liaise with local governments, partners, and funding agencies to identify and define project requirements, scope, and objectives. • Document multi-stakeholder workshops, meetings, and other activities organized under the project. • In close coordination with the Country Manager, lead the drafting of progress reports (ICLEI and IKI templates), providing examples of project impacts, feeding into briefing write-ups, and communicating with funder representatives. Financial reporting includes the internal reporting of expenses, travel, subsistent, and other costs incurred by the project team. • Assist in mobilizing city representatives for relevant national and international project activities. • Conduct relevant research as may be required by the project. Provide inputs on developing methodology for successful exchange and dissemination strategies to satellite cities. <p>Administration and Logistics</p> <ul style="list-style-type: none"> • Provide logistical support in the conduct of workshops and meetings (e.g., identification of venue, preparation of attendance sheets, coordination with suppliers, etc.). • Prepare budget planning, cash advances, and liquid reports for project activities.

	<ul style="list-style-type: none"> • Prepare project technical activity report in coordination with the National Program Coordinator. • Ensure that relevant administrative documents are filed and submitted accordingly to the finance team.
<p>Key Selection Criteria / Experience and Education</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • At least a Bachelor’s Degree in energy, energy-economics, sustainability, political science, environmental science/ management, urban and regional planning, development studies, or other relevant degrees; or a combination of relevant education and experience. A Masteral Degree would be an advantage. • Indonesian nationality or have been working in a similar field in Indonesia for three (3) to five (5) years. Must be able to secure legal requirements to work in Indonesia. <p>Working Competencies</p> <ul style="list-style-type: none"> • At least three (3) years of working experiences in the sectors of energy, sustainable development, and climate change; • Excellent command of Indonesian and English language, both written and spoken. • Excellent organizational, research, writing, presentation, and communication skills. • Proficiency in Microsoft Office applications (e.g., Excel, Words, and PowerPoint) is a must. • Proficiency in visual design applications is an advantage. • Knowledge of national and local energy plans, energy governance, sustainable development, national and local development planning, and climate action planning, and national 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, the private sector is important. <p>Corporate Competencies</p> <ul style="list-style-type: none"> • Demonstrates commitment to ICLEI’s vision, mission, and values. • Ability to work in an international environment independently and proactively, and has the willingness to learn. • Creative, passionate in sustainable development, self-motivated, with keen attention to details and is highly organized. • Demonstrates intellectual and social flexibility. Has the ability to manage a high volume of tasks without compromising quality and activity timelines. Is capable of managing workload. • Must be willing and be able to travel domestically and internationally. • Must be able to prioritize and manage tasks. Possess self-management skills and emotional intelligence. • Addresses conflicts proactively, striving for mutually acceptable solutions. Ability to work independently with minimum supervision and as a part of a dynamic group in a multicultural environment.

Please submit a **Cover Letter** that demonstrates your experiences, qualifications, salary expectation, and case 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.).

Please send all materials in a **pdf document** in an email with the subject “**100%RE_PO – [your name]**” no later than **18.00 WIB on Monday/ 06 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. Due to the volume of applications being received, our office would not be able to entertain phone calls. For more information about ICLEI Southeast Asia Secretariat and ICLEI Indonesia Office, visit <http://icleiseas.org/>.