



KEY SELECTION CRITERIA RESPONSE FORM

ICLEI Indonesia Office (IO)
Membership and Communications Officer (MCO)

Please complete this form with your responses to the Key Selection Criteria. Submit the completed form along with your Cover Letter, CV, Portfolio, and other supporting documents through email with subject "MCO_ICLEI – [your name]" no later than 17:00 WIB on Friday 29 October 2021, to: iclei-indonesia@iclei.org and cc: dhyanayu.almitra@iclei.org

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/>

Please ensure to send all documents in one .pdf file.

CONTACT DETAILS	
Full Name	
Address	
Email	
Phone Number	
LinkedIn Account	
Available Start Date	

REFEREES	
<i>Please list at least one professional referee. Wherever possible, referees should be current (preferably your most recent supervisors or managers) and be able to provide information on your appropriateness for the position</i>	
Referee 1	
Full Name	
Organization and Designation	
Relationship to the Applicant	
Email	
Phone Number	
Permission to Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No



KEY SELECTION CRITERIA (QUALIFICATIONS)

Applicants that do not address the following criteria may not be considered. Answers should be brief (no more than 300 words) but include at least one example from your previous experience. Your responses should reflect the position's objectives and your understanding of the context of this position.

Qualifications

- Master's Degree in Journalism, Development Communication, Mass Communication, Communication Arts, Sociology, and related fields. Other courses may be considered provided that it is supported with equivalent professional experiences
- Minimum of two-year working experience in the field of communications, with particular emphasis on news writing, copy editing, events coverage, and desktop publishing
- Solid background on environment and climate change will be an advantage
- Experience in working with NGO and local governments will be an advantage
- Legally able to work in Indonesia

(no more than 300 words)



KEY SELECTION CRITERIA (WORKING COMPETENCIES)

Applicants that do not address the following criteria may not be considered. Answers should be brief (no more than 300 words) but include at least one example from your previous experience. Your responses should reflect the position's objectives and your understanding of the context of this position.

Working Competencies

- Proficiency in Microsoft Office and visual design software programs (e.g. Adobe Photoshop, InDesign, Illustrator, and others) is a must
- Experience in website management and knowledge on the use of content management systems such as Joomla, WordPress, and Mailchimp is a plus
- Familiarity with social media marketing tools such as Mentimeter, Keyhole, and Hootsuite is a plus
- Experience in photography and videography is preferred
- Ability to handle multiple tasks without compromising both the quality of output/s and project deadlines
- Demonstrated ability to create visually-appealing communication materials and knowledge products
- Creative, motivated, with keen attention to detail, and highly organized

(no more than 300 words)



KEY SELECTION CRITERIA (CORPORATE COMPETENCIES)

Applicants that do not address the following criteria may not be considered. Answers should be brief (no more than 300 words) but include at least one example from your previous experience. Your responses should reflect the position's objectives and your understanding of the context of this position.

Corporate Competencies

- Demonstrates commitment to ICLEI's vision, mission, and values
- Ability to work in international environment, independent, proactive and has willingness to learn
- Creative, passionate in sustainable development, self-motivated, with keen attention to details and highly organized
- Demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising quality and timeliness of deliverables
- Must be willing and able to travel domestically and internationally
- Ability to work under pressure and express one's self articulately and with tact
- Addresses conflicts proactively; continuously strive for mutually acceptable solutions
- Ability to work independently with minimum supervision and as part of a dynamic group in multicultural environment

(no more than 300 words)



OPTIONAL QUESTIONS

Questions in this part aim to assist us in evaluating responses. You may opt to leave it blank.

I identify myself as	<input type="checkbox"/> Female <input type="checkbox"/> Male
My nationality is	<input type="checkbox"/> Indonesian <input type="checkbox"/> Non-Indonesian. Please specify _____
I was born in	<input type="checkbox"/> 1980 or prior <input type="checkbox"/> between 1981 and 1990 <input type="checkbox"/> 1991 or after
I identify myself as	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated/Widow
I identify myself as	<input type="checkbox"/> Living with a Disability. Please mention _____
I first learned of this vacancy from	<input type="checkbox"/> ICLEI World Secretariat Website <input type="checkbox"/> ICLEI Southeast Asia Website <input type="checkbox"/> Mailing List. Please mention _____ <input type="checkbox"/> Social Media <input type="checkbox"/> Friends/Relatives <input type="checkbox"/> Others. Please mention _____