Position Title : Membership and Communications Officer
Direct Supervisor : Country Manager of ICLEI Indonesia
Location : Jakarta, Indonesia
Classification : Annual contract
Conditions : Project basis, renewable, 6 months probationary
Working hours : Full-time employment of 40 hours/ week;
periodic communication with global/ regional/ national partners may require work beyond office hours
Starting date : November 2022

Local Governments for Sustainability
SOUTHEAST ASIA

ICLEI – Local Governments for Sustainability

Southeast Asia Secretariat
Rms. 3&4, Manila Observatory
Ateneo de Manila University,
Loyola Heights,
1108 Quezon City
Philippines
Tel/Fax: +63-2/ 8426 0851
Email: iclei-sea@iclei.org
Web: https://icleiseas.org/

World Secretariat
Kaiser-Friedrich-Str. 7
53113 Bonn
Germany
Phone: +49-228/976299-00
Email: iclei@iclei.org
Web: iclei.org
Registration No. VR 8929

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

About ICLEI

ICLEI - Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ 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 (SEAS), based in Quezon City, Philippines, currently serves ICLEI Members in the Philippines, Indonesia, Malaysia, and Thailand. Established in 1999, ICLEI SEAS currently has over 60 members from the aforementioned countries.

ICLEI SEAS prides itself on its body of work over the past years, assisting and supporting local governments in the region in their quest towards sustainable development. To date, ICLEI SEAS has implemented over 50 major long-term programs and projects in cooperation with over 100 nationally, regionally, and internationally-renowned partners. Collectively, they have benefitted over 90 local governments and their over 77-million citizens throughout 7 countries in Southeast Asia.

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

General Function

The Membership and Communications Officer (MCO) will be part of the Yayasan ICLEI Indonesia Office team and will primarily be involved in developing and implementing its organizational and project-focused communications strategy, in close coordination with the ICLEI SEAS Communications Officer.

In addition, the MCO, in close coordination with the ICLEI SEAS Senior Officer for Memberships, will provide support in communicating with potential and existing Yayasan ICLEI Indonesia members and its larger network. The successful candidate shall liaise with member local and regional governments, ensuring that all pertinent information regarding fees, organizational updates, and opportunities are communicated to them in a timely manner.

In terms of project implementation, the *Membership and Communications Officer* shall lead the on-ground citizen, stakeholder, and media engagement activities of all projects in Indonesia, as well as provide communications-related support (including in report generation, promotions, marketing, and creatives) as needed.

Specific Duties and Responsibilities

Employment Agreement	● Contract position will be offered for one (1) year under Yayasan ICLEI – Local Governments for Sustainability - Indonesia with possibility of contract extension depending on the employee progress and performance ● Contract will be renewed annually with the first 6 months as probationary period
Location:	Jakarta, Indonesia
Working Hours:	Full-time employment of 40 hours/ week; periodic communication with global partners may require work beyond office hours
Direct Supervisor	Country Manager of Yayasan ICLEI Indonesia
Intermittent Supervisors	ICLEI SEAS Communications Officer ICLEI SEAS Senior Officer for Memberships
Key Duties	**Communications (30%)** ● Develop and build engagement for ICLEI SEAS' existing channels (website and social media platforms) in coordination and with the approval of the ICLEI SEAS Communications Officer ● Update and maintain Yayasan ICLEI Indonesia communication platforms as well as ICLEI SEAS website and social media channels by regularly uploading new content and ensuring that ICLEI news and events are posted in a timely manner in coordination and with the approval of the ICLEI SEAS Communications Officer ● Support the Yayasan ICLEI Indonesia and ICLEI SEAS in curating content for ICLEI SEAS channels with particular focus on Indonesian context in coordination with the ICLEI SEAS Communications Officer ● Develop, edit, maintain, and package communication materials including newsletters, brochures, exhibits, event banners, infographics and another communication materials among others, following the ICLEI global communications strategy in coordination and with the approval of the ICLEI SEAS Communications Officer ● Write and edit news and feature articles, press releases, and other materials for various forms of media (i.e., website and print) and submit these to the Yayasan ICLEI Indonesia and the ICLEI SEAS Communications Officer for review and subsequent publication on ICLEI SEAS' channels ● Develop press releases and conduct press conferences in coordination and with the approval of the ICLEI SEAS Communications Officer ● Develop and maintain a media database in coordination with the ICLEI SEAS Communications Officer ● Lead the copy-editing of technical reports, project reports, proceedings, and other documents produced by Yayasan ICLEI Indonesia to ensure coherence and clarity in accordance with the organization's and the partner's standards. ● Assist in the conduct of Yayasan ICLEI Indonesia events/ workshops, particularly to cover documentation, publication, media relations and coverage ● Assist in the development and packaging of project proposals (as need arises) **Memberships and Governance (10%)** ● Maintain the database of all ICLEI members in Indonesia, including both local governments and local government associations ● Maintain updated and regular communication with the ICLEI members and network cities in Indonesia, including rebuilding communication with old members; disseminating information regarding fees, organizational updates, and opportunities in a timely manner ● Handle feedback from the members including questions, clarifications, suggestions, and Others ● Manage recruitment and promotion of ICLEI membership to interested and promising Indonesian local governments

	Project Implementation - (60%) ● Support the development and implementation of stakeholder engagement-related and knowledge management activities as needs arise ● Ensure that all project activities receive sufficient media coverage by maintaining contact with media organizations, preparing press releases and briefers in English and Indonesian language, if needed, and disseminating these to media organizations ● Support in liaising with all member and network cities in Indonesia related activities and deliverables ● Provide logistical support in the conduct of workshops and meetings, including administrative and finance requirements (cash advances, liquidation) ● Lead the creation of project-related communications materials, such as posters, presentations, writeups, and the like in coordination and with the approval of the ICLEI SEAS Communications Officer ● Support the development of proposal for new projects or bidding projects ● Lead small-scale advocacy projects in Indonesia ● Ensure that the branding of all projects, ICLEI, and the cities are highlighted in all communication materials developed in coordination and with the approval of the ICLEI SEAS Communications Officer
Key Selection Criteria / Experience and Education	**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 and proven background in English writing will be highly preferred ● Solid and proven background in graphics editing will be highly preferred ● Solid background on environment and climate change work will be an advantage ● Experience in working with NGO and local governments will be an advantage ● Legally able to work in Indonesia **Working Competencies** ● Proficiency in Microsoft Office and visual design software programs (e.g. Adobe Photoshop, InDesign, Illustrator, Canva 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 platforms is a must ● 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 and well-written communication materials and knowledge products in both Bahasa Indonesia and English languages ● Creative, motivated, with keen attention to detail, and highly organized

	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

To apply, please submit an **English Cover Letter** that demonstrates your experience, qualifications, salary expectations, and why you feel you would be the right choice for this position, along with your **latest CV**, and **English Writing and Graphics Portfolios.**

Please send all materials in **one pdf file** through email with subject "**MCO_ICLEI IO – [your name]**" no later than **17.00 WIB on Wednesday / 5 October 2022**, to: iclei-indonesia@iclei.org and cc: arfiana.khairunnisa@iclei.org and chris.hidalgo@iclei.org. Failure to comply with the instructions herein provided will disqualify the applicant.

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/.

###