II. Background

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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.

Urban areas account for more than 40% of direct global CO2 emissions. In order to achieve the goal of limiting global temperature rise to 1.5 - 2 °C, significant efforts are needed to reduce emissions in cities. However, this is a major challenge due to the cities’ very heterogeneous structures, a large number of small, different sources of emissions, and limited access to investment capital.

Carbon market mechanisms under Article 6 of the Paris Agreement represent new opportunities for mobilizing large-scale emission reduction measures. A recent study carried out by Perspectives and ICLEI for German UBA developed possible design concepts for urban Article 6 activities.

This project aims to take the next step by testing and developing the most promising approaches from this project in selected cities and conceptualizing them as urban Art. 6 pilots.

A key objective of the proposed project is to assist city administrations and central governments in the partner countries in the development of urban Art. 6 pilots. This means that local and national capacities are supported in the definition, conceptualization, and implementation of urban Art. 6 activities – so that at the end of the project in each partner country there is at least one "ready-to-generate emission reductions" Art. 6 pilot. The generated knowledge is disseminated nationally and internationally and is thus invited to replicate.

Specifically, ICLEI SEAS, through the ICLEI Indonesia Office (IO), serves as the program’s local implementation support partner. This entails securing city buy-in and supporting the local partner(s) who lead and 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 development of urban Art. 6 pilots.

**Roles and Responsibilities**

ICLEI IO is currently looking for a project officer to primarily lead ICLEI's engagement in the Pilot Projects under Article 6 of the Paris Agreement in Indonesia, as well as provide support to other organizational projects and activities as needed.

In relation to the Pilot Projects under Article 6 of the Paris Agreement in Indonesia, the project officer’s tasks include, but are not limited to, the following:

**General**

- Support the Country Manager in the day-to-day management of the activities and workload of Yayasan ICLEI Indonesia.
- Coordinate matters related to the Article 6 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.
- Support other existing and upcoming projects, programs, or activities of ICLEI IO as may be assigned by the Regional Director and/or Country Manager or other superior officers.

**Project Coordination and Support**

- Provide inputs, assistance, and recommendations for technical components of the project such as the development of assessment of local need related of climate change, concept notes related to climate action, financing concept for climate action.
- 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.

**Administration and Logistics**

- 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.
- 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.

### III. Competencies

**Corporate Competencies:**

- Demonstrates commitment to ICLEI’s Vision, Mission and values.
- Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tool is a must.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.

**Knowledge Management and Learning:**

- Shares knowledge and experience.
- Actively work towards continuing personal training, acts on a learning plan and applies newly acquired skills.

**Development and Operational Effectiveness:**

- Ability to perform a variety of specialized tasks related to results-based management, including support to design, planning and project implementation and reporting.
- Ability to establish and maintain contacts with operational-level officials of the participating local governments and other stakeholders required.
- Possess excellent, analytical, organizational, interpersonal, communications and writing skills.
• 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.

**Project Management Competencies**

• Ability to secure buy-in, commitment, and accountability of government officials to the programme
• Familiarity with the stakeholder analyses process and results utilization to ensure programme outputs and outcomes are met
• Ability to negotiate and align city needs with the programme objectives, ensuring city representatives and other stakeholders understand the programme benefits and thus, are motivated to meaningfully engage with the programme

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**IV. Recruitment Qualifications**

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<th>Education</th>
<th>University Degree in a technical or policy related field (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., etc.) – Master’s Degree is a plus</th>
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| Experience | • Must possess knowledge of or experience working with local governments in the area of sustainability initiatives and climate change, sustainable development, climate policy. Knowledge or experience on climate finance would be an advantage  
• 3 to 5 years’ experience in climate change (Mitigation and adaptation), waste, transport and urban environmental issues or related fields  
• Advance degree in a related field may be accepted at the discretion of ICLEI SEAS  
• Previous experience in development work or related work for donor organizations, government institutions, NGO’s, Private sector/consulting firm is a strong advantage |
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, Key Selection Criteria Form and other supporting documents (Certificate of Education, Certificate of Work, etc).

Please send all materials in one (.pdf) file through email with subject “PO_IO – [your name]” no later than 17.00 WIB on 18 November 2022, to: iclei-indonesia@iclei.org and cc: selamet.daroyni@iclei.org

Failure to comply with the instructions herein provided will disqualify the applicant.

For more information about ICLEI SEAS, please visit http://icleiseas.org/.