II. Background

Background

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.

The Sustainable Cities Impact Program (SCIP) Global Platform (GP) will provide support to sustainable integrated urban planning, policy reform, investments and innovative financing, and scaling-up action for cities with focus on countries where the SCIP Child Projects will be implemented. The GP will support national governments and cities to accelerate policy and leadership to unlock action on sustainable and integrated urban planning, and explore national efforts to spur economic prosperity, tackling climate change and promoting sustainable development.

To this end, ICLEI – Local Governments for Sustainability (ICLEI) will organize two high-level National Dialogues in each of the nine SCIP countries (18 dialogues in total) to stimulate dialogue and enhance coordination between different levels of government and across relevant departments—referred to as multilevel governance, with horizontal and vertical cooperation.

Multilevel governance—coordinated action across all levels of government—is a critical part of global efforts to tackle climate change and meet the goals of the 2030 Agenda for Sustainable Development.

Roles and Responsibilities

ICLEI SEAS, through the ICLEI Indonesia Office (IO), is currently looking for a project officer to primarily lead ICLEI’s engagement in Sustainable Cities Impact Programme Global Platform (SCIP-GP), as well as provide support to other organizational projects and activities as needed.

In relation to the Sustainable Cities Impact Programme Global Platform (SCIP-GP), the project officer’s tasks include, but are not limited to, the following:

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<tr>
<th>Job Title</th>
<th>Project Officer</th>
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<td>Project Title</td>
<td>Sustainable Cities Impact Programme Global Platform (SCIP-GP)</td>
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<tr>
<td>Supervisor</td>
<td>ICLEI Indonesia Country Manager</td>
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I. Position Information
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 SCIP-GP 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.

Key Duties

- Engages as lead project officer for the SCIP in Indonesia, as the focal point between SCIP cities and the SCIP Core team, building and maintaining relationships, liaises and acts as the interlocutor for SCIP cities in Indonesia.
- Maintains an excellent relationship with the Indonesian SCIP child project teams and the GEF implementing agencies in-country staff.
- Liaises with the cities to raise their climate ambition and make commitments, guides cities on how to commit to international climate action and other targets, using reporting platforms such as the CDP-ICLEI unified reporting platform (for climate and energy commitments and action) and the CitiesWithNature (for NBS and biodiversity commitments and action) reporting platform.
- Mobilizes and facilitates city participation in the SCIP Global Platform events and opportunities for learning, networking and peer exchange.
- Compiles ISUDAs (Integrated Sustainable Urban Development Assessments) for all Indonesian SCIP cities and mobilize the local governments to take ownership and update the ISUDA at least once on project conclusion.
- Leads on compiling the Cities Needs Assessments and City Support Plans in Indonesia for the SCIP cities.
- Follows guidance from ICLEI and the SCIP Core Team on engaging with key urban development stakeholders in the country, such as private sector and regional development banks as it relates to the project.
- Communicate SCIP events and knowledge products to SCIP cities in the region.
- Leads on organizing and conducting the National Dialogues (2 per country), ensuring the program responds to the SCIP and cities’ needs.
- Leads on event program development for SCIP events in the region, to respond to the needs of the Indonesian SCIP cities.
- Works with the various component leads to develop events in the country, including Forums, City Academies, Peer Exchanges, finance related events.
• Identify potential additional non-SCIP Indonesian cities to be invited to learning opportunities.
• Mainstream the gender approach in deliverables and activities
• 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.
• In close coordination with the Country Manager, lead the drafting of progress reports, 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.

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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<th>IV. Recruitment Qualifications</th>
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<td><strong>Education</strong></td>
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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 |
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 (1) .pdf file through email with subject “PO_IO – [your name]” no later than 17.00 WIB on 15 June 2023, to: iclei-indonesia@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/.

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<th><strong>Language Requirements</strong></th>
<th>Fluency in both oral and written English and Indonesian is a must.</th>
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<td><strong>Legality</strong></td>
<td>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.</td>
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• 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
• Experience in the usage of computers and office software packages and advanced knowledge of spreadsheets and database packages, experience in handling web-based management systems.
• 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.
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