

# Job Vacancy

## Scaling Up Solar Project Coordinator

**Position: Project Coordinator**

### **Background**

Institute for Essential Services Reform (IESR) is an Indonesia think tank on energy and environment, based in Jakarta. IESR aims to accelerate low carbon energy transition in Indonesia and address its impacts to Indonesia economy and society. IESR produces data and science based analysis to inform policy making process in Indonesia.

Indonesia has large solar potential that is still largely untapped. We are kicking off a project to scale up utility scale solar deployment in Indonesia. We are seeking to hire a Project Coordinator of assisting our project managers in organising and implementing this project.

### **About the Position**

The Upscaling solar project is aims to accelerate utility scale solar project in Indonesia. The successful candidate have to undertake managerial and strategi role. His/Her task involves monitoring project plans, schedules, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner, and undertake analytical on the status and development of utility scale solar deployment.

### **Key roles and responsibilities**

- Project management: carry out daily tasks for implementing activity of Scaling Solar Project including organizing stakeholder workshops, writing reports.
- Information gathering: gathering information of the solar energy deployment in Indonesia, stakeholders situation and prepare regular briefing/insight and analysis.
- Stakeholders engagement: the PO shall ensure to reach out key stakeholders and maintain regular communication/contact with those whose in Indonesia solar energy space, including energy companies, project developers, financial instiution, government agencies, etc.
- Direct research agenda to remove barriers of and to support rapid solar deployment.

### **Qualification**

- Minimum Master degree in relevant fields, i.e. energy engineering, chemical engineering, electrical engineering, industrial engineering, environmental engineering, development economics, business and science from reputable university.
- An understanding of solar energy technologies and market, and energy policy issues in Indonesia is required.
- Minimum 2 years years and demonstrable experience in project management including planning and organization of stakeholder workshops, meeting, and reporting etc.
- Highly analytical skill.
- Good interpersonal and social skill.
- Professional English level both written and oral.

- Attention to detail and exceptional written skill.
- Experience of communicating and networking with external stakeholders, including government, research institutes, and NGOs.
- Excellent with MS Office/MS Office-like system.

**Expected starting date**

Candidate must be available to work started in early September 2021.

**Duration**

Two years contract and can be extended, with 3 months' probation. Expected starting in September 2021.

**Salary**

Salary and benefits are competitive and will be commensurate with candidate's qualification and experiences.

**How to apply**

- Candidate to download application form from IESR website;
- Send the completed application form, together with an application letter and latest CV, recommendation letter to [hrd@iesr.or.id](mailto:hrd@iesr.or.id) before August 10th, 2021.
- Only qualified candidate will be called for interview