

# **Job Vacancy**

## **Clean Energy Hub 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 for policy makers, stakeholders and public.

IESR is seeking an experienced and dynamic individual for Clean Energy Hub (CEH) Project Coordinator

### **The selected person's responsible are:**

1. Working with SET's Manager to undertake planning and execution of the development and expansion of CEH
2. Managing CEH database
3. Managing CEH website and updating its content
4. Content development: develop, design, create a layout, graphic animation, video for the website.
5. Communicate and promote CEH to an external audience

### **Key qualification**

1. Education: Minimum bachelor's degree in science, engineering, management, or other relevant fields. An advanced degree is an advantage.
2. Demonstrate good knowledge in project development and business development
3. Has minimum 3 years working experience in project management and digital product development.
4. Proficient in English, both writing and speaking.
5. Demonstrate good knowledge and understanding of public engagement, communication. strategy and tools, and communication techniques both conventional and digital.
6. Proven skills in IT, software for web development, graphic design, and website management.
7. Take charge of self-development, creative, artistic, and able to take initiative.
8. Professional attitude, discipline and can work under pressure.
9. Familiar with energy and climate issues is an advantage.

Salary: IESR's rate, depends on qualifications

Starting date: Mar 2022

### **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 January 23rd, 2022.
- Only qualified candidate will be called for test and interview.