

Job Vacancy

Climate Diplomacy 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 Climate Diplomacy Coordinator

The selected person's responsible are:

1. Working with Executive Director & Program Manager to implement climate diplomacy strategy and activities
2. Conduct research and background analysis for climate diplomacy work for Indonesia & SEA
3. Develop a database of all relevant activities related to climate
4. Produce regular briefing, presentation, and policy papers
5. Attending meetings and calls
6. Extract information into a weekly briefing for Executive Director & Program Manager
7. Communicate and exchange information with relevant stakeholders
8. Arrange and facilitate meetings with stakeholders

Qualification

1. Advance degree in political sciences, international relations, sciences, economics, communication, or development from reputable universities
2. Familiar with climate issues at the global level and in Indonesia
3. Having strong experience working on a climate-related project
4. Professional level and excellent in speaking and writing in English
5. Competency in MS application, possess the skill to others tools is an advantage
6. Proven skill to conduct basic research or desk study
7. Good writing and presentation skills
8. Strong interpersonal skills and the ability to communicate effectively
9. Able to take initiative and think creatively to solve problems
10. Professional attitude, discipline and can work under pressure

Salary: IESR's rate, depends on qualifications

Starting date: Feb/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 before February 11th, 2022.
- Only qualified candidate will be called for test and interview.