

Job Vacancy

Program Officer (SET)

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 Program Officer (SET)

The selected person's responsible are:

1. Supports SET's Program Manager in implementing program activities based on the work plan
2. In charge of administrative work: reporting, filling the administrative forms, timesheet, etc.
3. Preparing draft term of reference for the event, coordinating event planning, and reporting on the post-event, and evaluation
4. Develop and update the database for all activities implemented
5. Conduct basic research for the respective program.
6. Contribute the program development and organization development and planning

Key qualification

1. Education: Minimum bachelor's degree in economics, engineering, or science, an advanced degree is an advantage
2. Working experience minimum 2 years
3. Proficient in English, both speaking and writing
4. Competency in MS application, possess the skill to other tools is an advantage
5. Proven skill to conduct basic research or desk study
6. Demonstrate experience in writing briefing papers, analysis, and presentation in English
7. Strong interpersonal skills and the ability to communicate effectively
8. Take charge of self-development, creative, artistic, and able to take initiative
9. Professional attitude, discipline and can work under pressure
10. Having a fair understanding of energy and climate-related issues

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.