

JOB VACANCY

Communication Officer

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.

Communication plays important role in delivery messages and ideas coming from our own studies, research findings, and other sources to targeted stakeholders and public in general regarding energy transition in Indonesia's context. We want to strengthen our communication team and we are seeking a dynamic, passionate, and vibrant individual to make accelerate energy transition in Indonesia.

About the Position

IESR is seeking a Communication Officer with function to engage with press and public institutions. This person will be a dynamic, vibrant, and creative individual with exceptional copywriting skills, and excellent attention to detail. This person will have demonstrable experience in managing relation with press and public institutions, with passion in public communication and digital marketing.

The person will work with our communication team and deliver communication objectives of various projects and program within IESR.

The key roles and responsibilities

- Develop engagement strategy with media both conventional and electronic.
- Establish contact and maintain relationship with press and other mass media.
- Establish contact and maintain relationship with public communication officer in relevant government agencies or ministries.
- Write press statement/press release regularly.
- Organize media gathering, media training, and press conference.
- Track media engagement and news coverage, and write regular analysis of media coverage.
- Maintain record of media archive.
- Gathering information from public sources.
- Respond to media inquiries and perform media outreach.
- Work with communication team to conceptualize and implement communication strategy.
- Support organization's digital marketing and campaign.

Qualification

- At least three years practical experience in communication, digital marketing and/or press engagement.
- Ability to think strategically and identify ways to improve communication effort.
- Excellent personality and appearance.
- Excellent written skill, and proficiency in Indonesia and English.
- Strong communicator that can work independently.

- Demonstrate ability to work in team and maintain effective working relation with co-workers.
- University graduate, advance degree in communication, public relations, business, or any related fields is an advantage.
- Good IT skills, possess skill on digital marketing tool is an advantage.
- Must be resourceful and willing to take initiative even when given minimal instruction.

Duration

36 months and can be extended. Expected start in July/Aug 2022

Salary

This position is mid-level in IESR's structure. The salary is competitive and will be commensurate with candidate's qualification and experiences.

How to apply

1. Candidate to download application form from IESR website.
2. Send the completed application form, together with an application letter and the latest CV to hrd@iesr.or.id before 30th June 2022
3. Only qualified candidate will be called for test and interview.