

## Call for a Full-time Consultant for Akademi Transisi Energi Tutor

### A. Background

Institute for Essential Services Reform (IESR) is a think-tank in the field of energy and environment. IESR encourages transformation into a low-carbon energy system by advocating a public policy that rests on data-driven and scientific studies, conducting capacity development assistance, and establishing strategic partnerships with non-governmental actors.

As part of IESR's effort to increase public awareness and carry out capacity development for the masses, we launched transisienergi.id by the end of 2020. The website is a one-stop service for all information regarding energy transition issues. To further deepen transisienergi.id role in conducting capacity development on energy and environment issues, IESR is creating an intuitive and robust online learning platform aptly named Akademi Transisi Energi.

This platform aimed to facilitate the public to access quality and credible courses through engaging and compelling learning experiences. The primary target audience for the project includes CSOs, journalists, and students. At launch, there are three courses covering different subjects at the platform i.e. Introduction to the Energy Transition, Energy Transition Roadmap, and Rooftop PV Installation Training. Meanwhile, 15 other courses are still in the development process.

There's a need to make the learning process more dynamic and interactive between the enrolled user and the platform. Therefore there's a need for tutors to guide the user through their journey in completing certain courses.

Through this advert, IESR is seeking passionate individuals to carry out tutoring roles in the pilot phase of Akademi Transisi Energi as a full-time consultant.

### B. The Scope of Tasks

The position requires **40 work hours per week** in a **9 to 5** working hours with the following tasks:

- a. Plan teaching sessions which might include guest speakers.
- b. Carry out synchronous sessions minimum of two sessions per course per week
- c. Evaluate students' work and progress
- d. Guide students in completing the class which might include training or coaching sessions
- e. Develop learning materials for two courses with topics options ranging from the green economy, coal dynamics, industry decarbonization, or mobility decarbonization.

- f. Supervise the development of courses by other consultants based on the given syllabus for certain courses
- g. Modify existing syllabus and learning materials
- h. Maintaining a safe learning environment
- i. Provide constructive feedback to students, administrators, staff, and project lead.
- j. Other tasks assigned by the clean energy hub coordinator include but are not limited to supporting the promotion of the platform.

#### **C. Benefit**

1. A monthly rate between IDR 7 to 9 million/month
2. 1-day monthly leave which can be accumulated in a maximum of 6 days
3. In-lieu for overtime

#### **D. Qualification**

- A Master's degree in renewable energy, engineering, sustainable development, economy, or other related field.
- 2 years of teaching experience in energy or environmental issues
- Good organizational skills and diligent attention to detail
- Excellent time-management skills.
- Ability to manage multiple tasks and deadlines.
- Demonstrated initiative, tact, a high sense of responsibility, discretion, and confidentiality.
- Fluent in English and Bahasa Indonesia.

#### **E. Duration**

Minimum 6 months with a possible contract extension for another 12 months. Start immediately as soon as possible

#### **F. Applications**

- Please download the application form from the IESR website
- Sent the application form resume including relevant design and campaign portfolios to the Energy Transformation Program Manager at [deon@iesr.or.id](mailto:deon@iesr.or.id) and the Project Lead at [irwan@iesr.or.id](mailto:irwan@iesr.or.id) and [radit@iesr.or.id](mailto:radit@iesr.or.id) . Please put “**Name - Tutor Akademi**” in the subject line.
- Please send any further inquiries to the same email address
- The process is on a rolling basis when a suitable candidate is found – we will close the recruitment process. Therefore, please submit your application promptly