

# Vacancy

## Energy Transformation Program Officer

Expected entry: February 2024

### Background

Institute for Essential Services Reform (IESR), a think tank in energy and environment, aims to support the transformation of Indonesia's energy sector to reach net-zero emissions by 2050. The Energy Transformation Program Officer will support the implementation of IESR's advocacy to accelerate the transformation of the energy system. The position is also expected to maintain stakeholder relations, write, curate, and guide the knowledge product, especially related to the power sector.

### About the Position

IESR is looking for an Energy Transformation Program Officer. The person in this position will assist the Energy Transformation Program Manager to ensure the day-to-day implementation of the plan, which also includes writing, reviewing, and curating the knowledge products of the program, to achieve the intended outcome. Given the position is intended to also able to contribute to the content & substance of the program objectives, the suitable background, competence, and relevant experience would be valued greatly. IESR is seeking a highly motivated, experienced, and qualified candidate to join our dynamic team.

### A. Responsibilities and Tasks

The responsibilities of the Energy Transformation Program Officer shall include, but not limited to, the following:

- Assist Program Manager and Coordinator in carrying out project activities, including managing events, writing event reports, developing project concepts, and conduct reporting, monitoring, and evaluation of the respective program [25%].
- Support in writing, reviewing, and curating the knowledge and communication products of the programs, which could be in the form of policy briefs, op-eds, short articles, blogs, and communication content designs [50%].
- Assisted consultants and other experts in finalizing the deliverables and performed additional duties at the request of the Program Manager [10%].

- Facilitate contacts, manage relationships, and uphold information flow with the key stakeholders (MEMR, PLN, associations etc.) as well as conduct stakeholder engagement activities [15%].

## **B. Qualifications, competencies and experience**

- An Indonesian with minimum Bachelor's degree in the field of sustainable energy, power, chemical, industrial, earth and physics engineering, science-related field or any other field related to the energy system, advance degree is an advantage.
- Minimum one year working experience for Bachelor's degree.
- Excellent written and oral knowledge of Bahasa Indonesia and English, including the ability to write a report/technical/briefing/policy paper.
- Having relevant experience in/with and providing assistance to government, non-energy stakeholders, and/or regional/international implementing organizations in the field of power sector, industry, or renewable energy.
- Good interpersonal skills and ability to liaise and communicate effectively with governments and other stakeholders.
- Strong organizational competence with good communication and coordination skills.
- Ability to work in an intercultural environment.
- Willingness to travel (abroad) when required.
- Excellent time-management skills.
- Ability to manage multiple tasks and deadlines.

## **C. Duration**

A three-year contract with 3 months' probation, and could be extended. The expected starting date is in February 2024.

## **D. Salary**

The salary will be commensurate with the candidate's qualifications and experiences.

## **E. How to apply**

- Candidates are to download the application from IESR's website.
- Send the completed application form together with an application letter and latest CV, supporting proof and documents, and recommendation letter to [hrd@iesr.or.id](mailto:hrd@iesr.or.id) before January 19<sup>th</sup>, 2024.
- Only qualified candidate will be called for interview.