



Position: Data Entry/Admin (*Internship*)

Duty Station: IESR's Main Office

Working Hours: 8 hours per day, 3 days per week

Duration of Internship: 6 months, can be extended

Objectives

The objective of the internship is to generally assist and support the collection of relevant data for IESR's *Internal Database* as well as other assigned tasks.

Scope of works

As the Data Entry Intern, s/he will support IESR's Data Analytics Team by gathering, pulling, and entering the data/information into spreadsheet tools and other platforms. The responsibilities also include:

- Converting the existing data into a functional format
- Work with raw and aggregated data sets collected from various sources
- Data Cleansing
- Data Analysing

Required qualifications and competencies:

1. Undergraduate student majoring in Computer Science, Engineering, Economics/ Statistics, or other relevant studies (3rd or 4th year student is preferable) or graduated at most one years ago.
2. Understanding data confidentiality principles is compulsory
3. Excellent skills in using spreadsheet software (Microsoft Excel, Google Sheets)
4. Having an interest in research, data analysis, and renewable energy topics is advantageous
5. Owning a personal laptop and the necessary application/software tools

Please be informed that you can only apply for this internship if you are currently enrolled as a student or graduated no longer than one years ago.

Remuneration: The intern will receive a cost stipend intended to cover meals and transport allowances.

Expected Joining Date: A.S.A.P

Interested candidates shall submit a comprehensive resume and a motivation letter to iesr@iesr.or.id before **23 February 2024**.

To apply, please complete the Job Application form [here](#) and send your application letter, resume/CV, and portfolio (if any)