

## Job Vacancy

Position : Climate Action Officer  
Nature of Work : Full-time (40 hrs/week)  
Duty station : Jakarta, Indonesia (hybrid mode)

### Background

Institute for Essential Services Reform (IESR) is an energy and climate policy think tank. The institute has been instrumental in driving narrative and policy changes for energy transition in Indonesia, covering various issues: power system transition, energy access, green economy, industrial decarbonization, and sustainable mobility. IESR encourages transformation into a zero-emission energy system by advocating public policy based on data-driven and scientific studies, conducting capacity development assistance, and establishing strategic partnerships with various stakeholders.

### About the Position

This position provides a broad range of support to the Climate Action Tracker (CAT) project, including analyzing climate policies and their performances in countries assigned to IESR, managing the timeline of all CAT analyses and reports from the IESR team, communicating with the global CAT team, and providing support to the CAT coordinator in IESR, and support other climate policy analysis and project implementation within IESR.

### Duties and Responsibilities

- 1) Build climate, energy, and land use policies database and update it regularly.
- 2) Analyzing trends and energy and climate policies for countries under IESR's responsibility.
- 3) Writing Country Assessment Reports and other reports for the CAT consortium.
- 4) Undertake project activities, including managing events, composing event reports, and developing project concepts, reporting, monitoring, and evaluation.
- 5) Propose and plan strategic measures/activities to achieve the organization's outcomes related to ambitious climate goals.
- 6) Design and conduct necessary research climate policy analysis.
- 7) Engagement with government agencies, financial institutions, businesses, research organizations, and other relevant stakeholders to achieve the project's and organization's outcomes.
- 8) Working with another analyst to ensure alignment of analysis and quality of work.
- 9) Attending meetings with other CAT teams.
- 10) Support Climate Policy Coordinator in delivering outcomes.

### Qualifications, competencies, and experience

- 1) A graduate degree or above in natural sciences, physics, engineering, economics, or other relevant majors is required.
- 2) Has a minimum of 3 years' work experience in relevant fields.
- 3) Possesses a solid logical mind, critical thinking, and analytical skills.
- 4) Experience in performing excellent qualitative and quantitative research, including online research.
- 5) Excellent interpersonal and communication skills.
- 6) Proficient in English verbally and in writing.
- 7) Able to work in an intercultural environment and work with a team.
- 8) Detail-oriented and strict attention and appreciation for deadlines.
- 9) Willingness to travel domestically and abroad when required.
- 10) Excellent time-management skills.
- 11) Excellence in using MS Office software**
- 12) Advanced knowledge of climate policies and energy policies is an advantage.**

#### **Duration**

A three-year contract can be extended with three months' probation, and it is expected to be on board in August 2024.

#### **Remuneration**

Salary and benefits are competitive and will be commensurate with the candidate's qualifications and experience level.

#### **How to apply**

- Download and fill out the [application form](#) from the IESR website.
- Please send the completed application form, an application letter, the latest CV/resume with a picture to [hrd@iesr.or.id](mailto:hrd@iesr.or.id), and a sample of writing/publication or an 800-word article on sustainable finance, just transitions, or energy transitions. All documents must be sent before July 29, 2024.
- Only qualified candidates will be called for a test and interview.