

IESR Vacancy

Green Energy Project Officer

Expected entry: As soon as possible

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. IESR is implementing Green Energy Transition Indonesia (GETI) project aims to accelerate key policy reform to enable rapid energy transition and green hydrogen. The Green Energy Project Officer will handle, support and assist with the administrative work of the project and communication with the funder. The position is also expected to support stakeholder engagement and project documentation.

About the Position

IESR is looking for a Green Energy Project Officer. The person in this position will assist GETI Project Manager to ensure the day-to-day implementation of the plan, handling the administrative work, writing, reviewing, and curating the knowledge products of the project, to achieve the intended outcomes of the project. As an officer, she/he will also support other energy transition policy analysis and project implementation within IESR as deemed necessary.

A range of issues in GETI project are including, but not limited to accelerating policy reform identified in JETP's CIPP for boosting renewable energy deployment in the power sector as well as policy to support green hydrogen market and production to support the Indonesian 2023 National Hydrogen Strategy.

Given the position is intended to also able to contribute to the content & substance of the project and the organization goals, 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 Green Energy Project Officer shall include, but not limited to, the following:

- Assist GETI Project Manager in carrying out project activities including analyzing policies, managing events, writing event reports, developing project concepts, and conducting reporting, monitoring, and evaluation.
- Support in writing, reviewing, and curating the knowledge and communication products of the project, which could be in the form of policy briefs, op-eds, short articles, blogs, and communication content designs.
- Facilitate contacts, manage relationships, and uphold information flow with the key stakeholder as well as conduct stakeholder engagement activities.
- Assist consultants and other experts in finalizing the deliverables.
- Perform additional duties at the request of the GETI Project Manager.

B. Qualifications, competencies and experience

- An Indonesian with minimum bachelor's degree in the field of economics, engineering, public policy, public administration, international relations, science, or any other related field. Advance degree is preferable.
- Minimum two (2) years of 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; preferably has experiences in energy policies.
- An understanding of energy transition and climate change is a must.
- Excellent with MS Office software, MS Project and/or other software of project management.
- Good interpersonal skills and ability to liaise and communicate effectively with governments and other stakeholders.
- Excellent written and oral knowledge of Bahasa Indonesia and English, including the ability to write a report/technical/briefing/policy paper.
- Strong organizational competence with good communication and coordination skills.
- Ability to work in an intercultural environment.
- A willingness to travel (abroad) when required.
- Excellent time-management skills.
- Ability to manage multiple tasks and deadlines.

C. Duration

18 months contract and can be extended, with 3 months' probation (and could be extended as deemed necessary). The expected starting date is January 2025.

D. Salary

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

E. How to apply

- Candidate 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 before **December 31th, 2024.**
- Only qualified candidate will be called for interview.