

Vacancy

Position: Project Officer

Project: Sustainable Energy Transition Indonesia (SETI)

Nature of work: Full-time, 40 hrs./week, 2-year contract

Duty station: Jakarta

About IESR and the SETI Project

Institute for Essential Services Reform (IESR) is a think-tank in energy and environment. The institute has been instrumental in driving narrative and policy changes for energy transition, covering broad sectors of the issues from power, energy access, industry decarbonization, green economy, to sustainable mobility. IESR aims to accelerate the decarbonization of the energy system by advocating for public policies grounded in data-driven and scientific studies, providing technical assistance, capacity development, and establishing strategic partnerships with non-governmental actors.

The Sustainable Energy Transition in Indonesia (SETI) project focuses on decarbonising the industrial and built environment sector by harnessing renewable energy and energy conservation. Currently, a consortium consisting of GIZ, IESR, WRI, and Yayasan Indonesia CERAH is implementing the project, and IESR is implementing activities in several pilot cities in Indonesia.

IESR is seeking an experienced, high qualified and dynamic individual to work as part of the IESR team in the SETI project.

About the Position

The Project Officer (PO) will be responsible for executing tasks and activities under IESR's program and its cooperation agreement with the SETI Consortium, coordinating with project partners and serving as contact for IESR's headquarters in Jakarta, and facilitating communication with stakeholders in cities. The person will contribute to developing detailed plans for task implementation, managing daily project activities and administrative documents, and maintaining regular communication with a broad range of stakeholders. S/he will work under the Project Manager – SETI.

Key roles and responsibilities

- Daily project management: the PO will carry out daily tasks of the project implementation, including but not limited to organising capacity development activities, writing reports, collecting data, filling in and gathering administrative documents, and travelling to sites (35%).

- Daily communication and learning tasks: the PO will ensure regular communication between the IESR office in Jakarta with local governments at different levels, universities, businesses and commercials, local project partners, Civil Society Organisations (CSO), news media, and other IESR's partners. S/he will also assist the Project Manager – SETI to develop a strategy to gather data for monitoring, evaluation, and learning (MEL) from the project (35%).
- Conduct desk study and analysis, including writing paper or reports (20%).
- Contribution to other work themes when necessary (maximum 10%).

Requirements

Background

- Holds a minimum bachelor's degree from reputable universities, majoring in engineering (civil, physics, electrical, environmental, energy, or other relevant engineering major), urban planning, development economics, natural sciences. An advanced degree is preferred.
- Good understanding of energy and environment issues. A deep understanding of energy policy is valuable.

Work experience

- A minimum of 2 years' working experience, particularly in government and multi-stakeholder engagements, with knowledge of energy transition in the built environment sector, is preferred.
- Experience in client-facing situations or stakeholder engagement.
- Demonstrable experience in project management, including planning and organisation of stakeholder workshops, meetings, etc.
- Experience of working in community development and with communities at the grassroots level is an advantage.

Competencies

- Proficient in English.
- Proficient in using MS Office software.
- Sufficient knowledge in energy conservation, renewable energy technologies, and build environment.
- Excellent analytical skills and critical thinking.
- Good public speaking skills and stakeholder's engagement
- Good public policy analysis skills.
- Ability to work under tight deadlines.

Duration

Twenty-four months (can be extended). We expect the individual will be on board in October or November 2025. The candidate will face a 3-month probation period.

Salary

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

How to apply

- Candidate to download the application form from the IESR website.
- Send the completed application form, together with a cover letter and your latest resume, addressing the selection criteria, with proof of your education and experiences to hrd@iesr.or.id by **October 30, 2025** with email subject: IESR - Staff Application PO SETI [Your Name].
- We will not process incomplete applications.
- Due to the high volume of applications, we apologize that only qualified candidates will be notified and called for an interview.
- The process is on a rolling basis; when a suitable candidate is found, we will close the recruitment process.