



Position: Coordinator – Southeast Asia Energy Transition Project Coordinator

Nature of work: Full time (40 hrs./week), 2-year contract (with possible extension)

Duty station: Jakarta, Indonesia (hybrid working mode per IESR policy)

About IESR

Institute for Essential Services Reform (IESR) is a think-tank in the field of 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, green economy, to sustainable mobility. IESR encourages transformation into a low carbon energy system by advocating a public policy that rests on data-driven and scientific studies, conducting capacity development assistance, and establishing strategic partnerships with non-governmental actors.

IESR is seeking an experienced and dynamic individual to coordinate IESR's work in advocating accelerated energy transition at regional level (Southeast Asia).

Scope of Work

As countries worldwide strive to honor their commitment to limiting global temperature rise to 1.5°C above pre-industrial levels, the pace of the energy transition varies widely. In Southeast Asia, home to many emerging economies, nearly all nations have pledged to achieve net-zero emissions by 2050 or 2060. The region is also positioning itself as a prime destination for green investment in the clean tech supply chain, benefiting from its strategic location and shifting global geopolitics.

Yet, significant challenges remain: policy and economic debates, limitations in clean technology availability, constraints in power grid capacity, and financing gaps.

Through the Southeast Asia Energy Transition Think Tank Collaborative Network (SETC), a platform bringing together think tanks, research institutions, and civil society organizations, IESR works with partners across the region to accelerate the energy transition. SETC facilitates knowledge exchange, joint advocacy, and coordinated action, promoting more ambitious climate targets tailored to national contexts and fostering stronger cross-border collaboration. The ultimate goal is to establish Southeast Asia as both a clean energy hub and a global leader in the transition.

Duties and Responsibilities

The role will include responsibility in the following areas:

- Strategic engagement with partners (existing and prospective) in Southeast Asia, including but not limited to think tanks, civil society organizations, business/private sector associations, research organizations and universities, and news media. The engagement entails communications, coordination, and pursuing collective efforts (30%)
- Develop relevant key policy messages and their means of deliveries based on country and regional context (30%)
- Operational delivery of the initiative and supporting programmatic needs (20%)
- Assist IESR's Program Manager(s) for strategy development, including for communication and outreach (20%)
- Partake in events, meetings and relevant activities to promote the work and IESR's work



(embedded in all activities)

S/he might need to travel on a case-by-case basis for the duration of the project. The coordinator will be under the supervision of the Program Manager of Sustainable Energy Access at IESR.

Requirements

Background

- Holds a minimum bachelor's degree of public policy, political science, international relations, international development, communications, or other relevant majors of those mentioned.
- Having an advanced degree (master's or PhD) is an advantage.

Work experience

- A minimum of 3 years' working experience in multistakeholders setting, particularly in regional or international settings.
- Experience working at multinational or international organizations is a plus.
- Experience of working with non-state actors, such as civil society organizations, associations, universities and think tanks.
- Great interpersonal and communications skills, to effectively work with multiple stakeholders internally and externally across a range of cultural contexts and build strong relationships.
- Experience in leadership and coordination, e.g., having a prior supervisory role or leading a team.
- Experience in networking at high-level setting and performing negotiation.

Competencies

- Proficient in English, both verbal and written. Proficiency of other languages used in Southeast Asia is beneficial.
- Excellence in using MS Office software.
- Intermediate understanding of energy and energy transition.
- Basic public policy analysis.
- Understanding how advocacy works is important to achieve systematic change.

Other

- Only for Indonesian nationals.
- Able to complete the contract within the prescribed time.
- Based in Jakarta or willing to relocate to Jakarta (IESR does not provide relocation fee and housing allowance) – IESR employs hybrid working mode of 2WFH/3WFO, adjustable to activities.

Duration: 24 months (immediately starting).

Remuneration

Commensurate with experience.

Interested and qualified applicants need to send documents as follows:



- Updated resume with related portfolios (if applicable),
- Completed IESR application form,
- A cover letter with a brief paragraph addressing the selection criteria,
- Two (2) reference letters from current/previous employer,

The documents should be sent to hrd@iesr.or.id at the latest 31 October 2025. Kindly put “IESR x SEAET Project Coordinator [your name]” on the email subject.

The process is on a rolling basis, when a suitable candidate is found – we will close the recruitment process.