

JOB VACANCY: Policy Coordinator

Lingkar Temu Kabupaten Lestari (LTKL Sekretariat)

Location: Jakarta, Indonesia

Position Type: PKWT

WHO WE ARE

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments to realize sustainable development. LTKL was formed by 8 district governments in July 2017. As of January 2023, LTKL has 9 member districts located in 6 Indonesian provinces that also work as a caucus of the Association of Regency Governments throughout Indonesia (APKASI). Currently, LTKL is also working side by side with 26 global, national & regional multi-stakeholder networks of partners who join voluntarily support LTKL achieving its common goals that was translated into LTKL Declaration of Sustainable District Vision that was announced formally in 2021.

LTKL General Assembly in 2017 formally established and elected a Secretariat Team. Since then, the Secretariat have provided strategic management support for the members and partners network, allowing the platform to gain initial momentum; expand its network and exposure; and coordinate collaborative activities through various fora. On a daily basis, LTKL also lead the collaborative work of its district members and board of advisory, ensuring a smooth and strategic running of operation.

PURPOSE OF THE ROLE:

Secretariat LTKL is currently seeking a Policy Coordinator to conduct research and develop strategies related to legal issues in Indonesia that influence the strategic of district development; also analyze, construct, and evaluate policies and regulation for sustainable land use at the district; to ensure LTKL Sustainable Landscape programs for district development in accordance with regulations and laws by taking into account LTKL strategic engagement and long term goals.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
Conduct research and develop strategies related to legal issues in Indonesia that influence the strategy of district development; to ensure all policies for district development in accordance with regulations and laws by also taking into account LTKL strategic engagement and long term goals.	<ul style="list-style-type: none"> ● Research report about related district legal issues in Indonesia ● Strategic plan of policies for district development
Analyze and construct necessary policy related to protection and utilization of area in the district level; and involve in legislative process related to it; to support sustainable supply chain transformation at the district level.	Policy for protection and utilization of area in the district level
Analyze and construct necessary policy related to infrastructure support in the district level; and involve in legislative process related to potential incentive opportunities; to enhance district opportunities in	Portfolio of policy analysis on incentive opportunities based on national budget (at least 3 portfolios), development fund (at least 1 portofolio), private sector (at least 1 portofolio), blended finance (at least 1 portofolio)

accessing incentives based on national budget, development fund, private sector and blended finance.	
Analyze and construct necessary policy related to licensing and ease of doing business topics at the district level; and involve in legislative process related to investment regulations; to support district investment policy, and establishment of joint business entities and business entity operational permits.	Policy for sustainable investment e.g. licensing and ease of doing business in the district level
Manage and update information related to policy and regulation in Indonesia; record and report the progress of policies and regulations development for LTKL programs; to maintain the alignment between government policies and regulations and LTKL programs; also to ensure Policy Unit activities are documented.	Programs for Sustainable Landscape promotion
Manage the implementation Sustainable Landscape Programs promotion session at LTKL flagship events (e.g. Festival Kabupaten Lestari), and providing support for the other LTKL strategic events; involve in the establishment of multi stakeholders forum at district level from policy and regulatory perspective; with the aim to inform, promote and harness the implementation of Sustainable Landscape Programs at the national and district level.	Develop crisis management strategy and actions for Policy Unit; Lead and monitor the implementation; to ensure the crisis situations such as organizational threat, major incident or disaster, acts of workplace violence, regulation violation, etc are handled effectively.

QUALIFICATIONS:

1. Bachelor's degree in a relevant field. An advanced degree is preferred.
2. A minimum of five years of progressively responsible experience in law, including legal analysis, research and writing is required. Experience working in the area of ocean affairs and the law of the sea is desirable.
3. Good working knowledge of legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents.
4. Proven capability to conduct research and analyze information on a wide range of legal issue.
5. Ability to clearly communicate technical information to a wide variety of audiences, possess strong written and oral communications skills
6. Experience of working in the government association setting or NGOs is desirable.
7. Proven ability in using project management tools is required.
8. Ability to take initiative, problem solve, and make decisions within job scope
9. Ability to work well under pressure and multi-task without supervision with proven ability to deliver high quality outputs on time
10. Experience working with a diverse, multicultural population would be considered as an asset.

WHAT WE OFFER

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after the probation period.
- Ability to work from home and from the office from time to time.
- Good maternity and faterernity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.
- Opportunity to work alongside LTKL Board of Advisory, District Leads and diverse team from all over Indonesia.

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2023 – 2024 as a consultant (first 3 months) with the possibility of 1 year extension based on the performance under PKWT setting.

2. Reporting:

The incumbent shall report on a regular basis to the LTKL Deputy Head of Program on a daily basis.

3. Duty Stations:

The incumbent shall is stationed in Jakarta, with regular travel to other stations as assigned by LTKL.