

JOB VACANCY: LINGKAR TEMU KABUPATEN LESTARI

MULTI STAKEHOLDERS COORDINATORS

Location : Jakarta, Indonesia

Position Type : PKWT

BACKGROUND INFORMATION

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. Under the declaration, the member districts are committed to working together with cross-sectoral parties to protect at least fifty percent (50%) of the total important ecosystems within the district's jurisdiction, through an approach that ensures at least 1 million families live within the district and/or around important ecosystems within the district can improve their welfare.

The district members of LTKL are currently preparing a forum for multistakeholder platform in accelerating the achievement of regional development targets through an institution. This institution has the role of coordinating, communicating and collaborating with all stakeholders in Sigi Regency, especially in synergizing activities and programs connected with Regional Planning and including as an "investment desk", promoting sustainable investment opportunities in sustainable investment portfolios in the district. The following is a brief overview of multistakeholder institutions in LTKL member districts, as follow: PUPL (Aceh Tamiang), TKSKH (Siak), PUKL (Musi Banyuasin), SMB (Sanggau), Sekber PSDA (Sintang), KMPKH (Kapuas Hulu), KMSH (Sigi), Pokja PI (Gorontalo), and SPLH (Bone Bolango).

PURPOSE OF THE ROLE:

The LTKL Secretariat is currently looking for a Multistakeholders Governance Coordinator who is responsible for making the strategy on collective action at district level through MSF (multistakeholders forum) such as (i) developing backbone team (ii) facilitate common agenda, (iii) , manage the learning as part of recipe development, and assisting the collective target with local staff under Members Governance Unit.

RESPONSIBILITIES, DELIVERABLES AND OUTPUT

ACTIVITIES	DELIVERABLES
Develop multistakeholders governance strategy that aligned with LTKL target 2030 in LTKL member districts	<ul style="list-style-type: none"> ● Multistakeholders governance strategy document ● Playbook/ Manual Guideline for multistakeholder governance development ● Behaviour Map

Facilitate and assist the establishment and management of multistakeholders platform at district level	<ul style="list-style-type: none"> • Mapping potential establishing MSF in the district • Regular meeting with OPD and Mitra in the district
Managing multistakeholder knowledge and learning in LTKL District members	<ul style="list-style-type: none"> • Guidelines for Establishing MSF on district • Summary of program intervention (Peta Gotong Royong) • Profiles and lessons learned from MSF on district
Supervise the local team under multistakeholders governance unit based on activities and	<ul style="list-style-type: none"> • Regular MSF meeting schedule • Quarterly reports of MSF • Creating the (peta Gotong Royong)
Manage administrative functions related to unit activities: work plans, reporting, information on the development of activity interventions in LTKL member districts.	<ul style="list-style-type: none"> • Summary intervention on District Members by LTKL 5 pilar • Regular meeting on unit • Serial Capacity building team
Build communication with external stakeholders, and schedule activities including meetings, business trips, and others.	<ul style="list-style-type: none"> • Networking meeting and engagement • Joint Program

Qualification:

- Masters degree from a relevant background with at least 2 years of proven experience as coordinator.
- Experienced of more than 5 years networking, lobbying, and communication for collective action.
- Experienced leading a team work and providing assistance for various jobs carried out.
- Experienced in preparing planning, time frame of activities, program finances as well as evaluation and reporting of work implementation.
- Understanding of district planning documents, sustainable development, forest and peatland management, protection environment and governance, natural base solution concept for economy, and empowerment of indigenous people.
- Good presentation and activity facilitation, writing skills including making interesting activity reports
- Proactive and responsive in carrying out tasks according to the specified time target
- Have integrity, honesty, high professionalism, attractive and professional appearance.

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2023-2024 with the possibility of 1 year extension based on the performance.

2. Reporting:

The Officer shall report on a regular basis to the LTKL Member Governance Manager.

3. Duty Stations:

The Officer is stationed in Jakarta, with regular travel to LTKL district member areas and other stations as assigned by the Head of Secretariat.