

JOB VACANCY: P&C Assistant

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: Consultant

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 an Assistant to Institutional Building Unit to assist the Deputy of Institutional Building Unit in managing LTKL institutional projects, implement administrative and financial functions, organize data and documents.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
Assist the Deputy of Partnership and Communication (P&C) in managing LTKL projects and calendars.	Management of LTKL P&C project management tools.
Manage administrative and financial functions related to Communication and Partnership Unit activities, including sending letters, travel documents, financial administration, and other clerical duties including petty cash management; to support all LTKL's communication and partnership activities run effectively.	<ul style="list-style-type: none"> • Fulfillment of Communication and Partnership Unit operational/administration needs (Activity Budget Request, Expense Report, Timesheet). • Regular petty cash and financial expenses reports.
Manage and organize email/letter, files, contact lists, and database related to Communication and Partnership Unit; research and collect information for administrative matters; to ensure the data and documents related to	<ul style="list-style-type: none"> • Database of email/letter, files (soft file & hard file), contact lists, and other data related to administrative matters

Communication and Partnership Unit are well-archived.	
Develop document activities related to communication and partnership activities, i.e. minutes of meeting; attend and take notes during the meeting, and also provide summary of meetings/activities; to keep Deputy Head of Communication & Partnership informed about the progress.	<ul style="list-style-type: none"> • Meeting minutes reports • Activities summary reports
Build communication with external stakeholders, and schedule activities including meetings, business trips, and others; to ensure the schedule doesn't overlap and all related parties are kept informed with the schedule.	<ul style="list-style-type: none"> • Meeting Schedule for Deputy Head of Communication and Partnership • Meeting Schedule for Communication and Partnership Unit members, particularly related to external stakeholder
Maintain an open channel of communication with different units, divisions, and management of LTKL; to maintain a full understanding of the current situation related to local and regional activities.	<ul style="list-style-type: none"> • Understanding of current landscape of local and regional activities

QUALIFICATIONS:

1. Bachelor's degree in Business Administration or relevant field.
2. Minimum experience of 2 years as corporate secretary and project management.
3. Experience of working in the government association setting or NGOs is desirable.
4. Proven ability in using project management tools is required.
5. Ability to take initiative, problem solve, and make decisions within job scope
6. Ability to work well under pressure and multi-task without supervision with proven ability to deliver high quality outputs on time
7. 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 paternity 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 November 2023 – February 2024 as a consultant 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 Partnership & Communication on a daily basis.

3. Duty Stations:

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