

## JOB VACANCY: REGIONAL PLANNING OFFICER

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 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.

### PURPOSE OF THE ROLE:

Regional Planning Officer is responsible for assisting the Policy and Planning Manager in designing, developing, and evaluating the implementation of LTKL regional planning related matters, specifically district planning documents including 1) Spatial plan (RTRW & RDTR); 2) Development plan (RPJPD, RPJMD & RKPD); 3) Investment plan (RUPM); 4) Environmental Protection plan (RPPLH), financial use for district sustainable development planning agenda (APBD); and manage the collaborative process between LTKL members, supporting ecosystem, and key stakeholders in the districts; to ensure the district planning documents in line with LTKL strategic engagement and long term goals, and to ensure regional planning programs runs effectively and efficiently.

### RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
Assisting Planning & Policy Manager to design, develop, and evaluate a strategic implementation guideline for the regional planning; identify the strategic issues of district development and stakeholder mapping of district planning process; also manage collaborative process stakeholders, partners, network and necessary experts; to ensure the district planning documents (i.e RTRW & RDTR, RPJMD, APBD, and RUPM) in line with LTKL strategic engagement and long term goals.	<ul style="list-style-type: none"> <li>● Guideline of strategic implementation for district planning documents</li> <li>● Stakeholder mapping</li> <li>● Collaboration between stakeholders, partners, network and necessary experts</li> </ul>
<ul style="list-style-type: none"> <li>● Execute, monitor, and evaluate clear and effective narrative and timeline and work plan for district development programs, including identify needs, challenges, and potential partners; to ensure all program are run effectively and efficiently, and in line with LTKL strategic engagement and long term goals.</li> </ul>	<ul style="list-style-type: none"> <li>● Work plan for district development programs,</li> <li>● Evaluation and improvement for next district development program</li> </ul>



<ul style="list-style-type: none"> <li>Identify and involve potential collaboration between LTKL members, LTKL district members, LTKL stakeholders, partners in local and national level, and any third parties; and manage the collaborative process; to support the district planning process and to ensure the programs are run effectively and strategically.</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration between LTKL members, LTKL district members, LTKL stakeholders in district programs</li> </ul>
<ul style="list-style-type: none"> <li>Design and distribute toolkits and communication materials on the integration of sustainability into district planning documents (i.e RPJMD, APBD, RTRW &amp; RDTR and RUPM); for replication purposes across districts.</li> </ul>	<ul style="list-style-type: none"> <li>Toolkits and materials for support district planning documents</li> </ul>
<p>Monitor, and evaluate program budget plan, financial expense, and financial report; to ensure all programs are still on budget allocation, and all financial activities within the program are in accordance with funding source policies and LTKL internal regulation.</p>	<ul style="list-style-type: none"> <li>Program budget plan</li> <li>Financial report</li> </ul>
<ul style="list-style-type: none"> <li>Execute, monitor and evaluate the implementation of regional planning sessions at LTKL and its supporting ecosystem flagship events (e.g. Festival Lestari, APKASI Otonomi Expo, etc.), and providing support for the other LTKL strategic events, particularly relevant to the promotion or adoption of regional planning programs; with the aim to inform, promote and harness the implementation of regional planning at the national and district level.</li> </ul>	<ul style="list-style-type: none"> <li>Programs for regional planning promotion at LTKL flagship events and other LTKL strategic events</li> </ul>
<ul style="list-style-type: none"> <li>Plan, monitor and evaluate data collection and report for all regional planning programs; to ensure the data and report are documented and in line with program objectives, LTKL strategic engagement and long term goals.</li> </ul>	<ul style="list-style-type: none"> <li>Report of regional planning programs</li> </ul>
<p>Maintain strategic relations with LTKL Stakeholders to manage collaborative process in programs/projects/other activities with LTKL Secretariat</p>	<ul style="list-style-type: none"> <li>Communication with government of district members, donors, national/provincial governments, and organization partners about particular program/project/other activity collaboration</li> </ul>
<p>Ensure the implementation of the program in the Planning Unit is in accordance with work procedures (SOP), work systems, and work standards.</p>	<ul style="list-style-type: none"> <li>Programs are implemented according to guidelines and standards in the unit.</li> </ul>
<p>Develop reports related to their tasks based on reliable and valid data to document progress and achievement in their work; encourage the process of documentation and reporting among Unit members.</p>	<ul style="list-style-type: none"> <li>Data and reports are well-archived</li> <li>Well-understanding of organization fundamentals &amp; updates</li> </ul>
<p>Maintain data and information related to the development of target and goals, work plan and budget plan, and utilization of resources in unit; monitor work process and verify budget expenditure; to ensure all data and information are valid and up to date for supporting work plan and budget plan; and to ensure</p>	<ul style="list-style-type: none"> <li>Data and information for the development target, work plan and budget plan, and resource mapping</li> <li>Budget expenditure in line with regulation</li> </ul>



financial management are in accordance with funding source policies and LTKL internal regulation.

## QUALIFICATIONS:

1. Bachelor Degree in Development Economics, Political Science, Social Sciences, Management or other relevant studies with minimum **two years** of relevant experiences (having qualification of an advanced degree is preferred);
2. Good working knowledge of development planning, spatial planning, environmental protection and management planning, and investment planning models in Indonesia, including fiscal and budgeting.
3. Having the ability to facilitate meetings and build a network with multi-stakeholders in various work settings, such as the national and district governments, business/private sectors, and CSOs.
4. Understand sustainable development context and its connectivity with the district's governance.
5. Experience of working in the government and/or government association, CSOs, or development sectors is desirable.
6. Ability in using project management tools, collecting and analyzing data/information, and proven strong written and communication skills.
7. Ability to take initiative, problem solve, and make decisions within job scope, and work multi-task with minimum supervision with proven ability to deliver high quality outputs on time.
8. Excellent communication skills in Bahasa Indonesia and English as well as well-developed interpersonal skills.
9. Experience working with a diverse, multicultural population would be considered as an asset.
10. Good team player.

## 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.

## TERM OF OFFER

### ● **Contract Period**

Regional Planning officer is expected to start immediately. Contract duration as a consultant covers the period of February – April 2024 (3 months). Extendable based on performance evaluation and program needs as PKWT

### ● **Reporting**

The officer shall report to the Planning & Policy Manager.

### ● **Duty Station**

The officer will be stationed in Jakarta, with travels necessary based on the needs.