



JOB VACANCY: Strategic Partnership Consultant

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 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:

The purpose of this role is to facilitate and enhance the strategic relationship between LTKL and various stakeholders, with a primary focus on sustainable economic adaptation. The incumbent will play a crucial role in conducting relationship and power mapping, analyzing regulatory landscapes, and representing LTKL at key events and government meetings. Additionally, the role involves coordinating and managing joint-events, ensuring seamless preparation, execution, and documentation. As a Strategic Partnership Consultant, the individual will stay attuned to policy dynamics, identifying opportunities for LTKL involvement and suggesting improvements. The overall objective is to contribute to LTKL's growth and impact by fostering effective partnerships, navigating policy landscapes, and successfully executing events and ad-hoc assignments.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
<p>Relationship Management</p> <ul style="list-style-type: none"> • Conduct relationship and power mapping on key actors and engage them to mainstream sustainable economy. • Analyze regulations and policies for accelerating transformation. • Represent LTKL events, forums, and relevant government meetings. • Providing regular insight reports. 	<ul style="list-style-type: none"> • Regular narrative report
<p>Coordinate Activity and Event Management</p> <ul style="list-style-type: none"> • Assist in the preparation of the event including timeline, resource management • Monitor the follow up of any action item including report to any progress and issue faced • Produce any project documentation including progress deck, issue log, etc. • Propose any fresh insight for involvement of the project • Involve in the D-day event 	<ul style="list-style-type: none"> • Project timeline • Meeting arrangement and meeting note • Project progress deck and issue database



<p>Policy and Governance Dynamics</p> <ul style="list-style-type: none"> • Manage regular communication with key actors to capture any public policy and/ or public governance dynamics that is in line with LTKL. It includes any potential incentive, event, award or beneficial insight for LTKL and it's members. • Identify opportunities for LTKL involvement and assist in needed improvements. • Understand the detail governance between regency government, provincial government and central government. 	<ul style="list-style-type: none"> • Communication log • Improvement log
<p>Event Participation and Other Ad-Hoc Thematic Assignment</p> <ul style="list-style-type: none"> • Participate at assigned event • Conduct any other ad-hoc assignment 	<ul style="list-style-type: none"> • Event participation and report • Duty report

QUALIFICATIONS:

1. Bachelor Degree in policy, law, general management, communication or related fields;
2. Must have a minimum 3 years of work experience in multi-stakeholder engagement and partnership, project management, and event management.
3. Strong analytical and persuasive writing skills including ability to convey complex information in a clear manner to diverse audience
4. Strong administrative skills and manage multiple tasks under minimal supervision
5. Strong communication and public speaking skill
6. Fluency in English is major advantage
7. Ability to work in a team and independently

WHAT WE OFFER

- Competitive remuneration and employment packages
- Great health insurance packages, accessible after the probation period
- Ability to work from home when possible and from the office from time to time. This position will be mainly based on site office
- 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 3 month-probation period with possibility of continuous extension based on performance.

2. Reporting:

The incumbent shall report on a regular basis to Government Relation Coordinator on a daily basis.

3. Duty Stations:

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