

JOB VACANCY: BUSINESS & PORTFOLIO DEVELOPMENT OFFICER

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: PKWT with 3 months' probation in consultancy contract.

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 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.

PURPOSE OF THE ROLE:

Secretariat LTKL is currently seeking a Business and Portofolio Development Officer. The Business and Portofolio Development Officer is responsible to assist and support LTKL Sustainable Business programs on downstream ('Hulu') level especially on business and portofolio development. She/he will work with LTKL Sustainable Business Manager and Coordinator to ensure the 'proof of concept' on 'Ekonomi Lestari or Communature' such as district readiness on the pipeline/portofolio (based on commodities and product development).

SPECIAL ASSIGNMENTS/PROJECTS (6 MONTHS)

Notes : The special project focus on 'downstream' readiness e.g. human resources development (Sentra), portofolio development and capacity building.

1. Under close coordination and guidance of the Sustainable Business Manager and Deputy Head of Program, lead the process of pipeline or portofolio development based on Festival Lestari's results (IBIFNI) such as (i) engagement with key stakeholders based on deal making portofolio (ii) capacity building (iii) recording the process of the intervention
2. Under the guidance of the Sustainable Business Manager, implement the engagement and governance of 'Sentra Inkubasi Lestari or Centre of Sustainable Incubator' or other relevant initiatives that aligned with investment pipeline such as project management, capacity building and strategic engagement;
3. Manage the workplan and budget under LTKL Sustainable Business based on 'downstream' pipeline;

4. Lead the implementation strategy of LTKL sustainable business ‘downstream’ intervention through strategic events e.g. World Coconut Day, APKASI Procurement Network and ASEAN Summit;

ACTIVITES	DELIVERABLES
Identify and implement LTKL Sustainable Business program on business and portofolio development at district level including identifying needs, challenges, timeline, and potential partners; to ensure all programs are run effectively and efficiently, and in line with LTKL strategic engagement and LTKL long term goals.	<ul style="list-style-type: none"> ● Implementation of LTKL Sustainable Business programs strategy at national and district level ● Analysis of needs, gaps, and opportunities on business and portofolio development at district level
Identify data or profile about LTKL members, LTKL stakeholders, local company, that have potential collaboration in Sustainable Business program at the national and district level; to support the process of LTKL Sustainable Business.	<ul style="list-style-type: none"> ● Database of potential LTKL members, LTKL stakeholders, local company, and commodity multistakeholder platform to collaborate in LTKL Sustainable Business programs
Working with Sustainable Business Manager to Analyze and implement necessary business development strategy on portofolio and business development at district level e.g. SMEs incubation, portofolio development; to support LTKL Sustainable Business programs runs effectively and efficiently, and in accordance with LTKL strategic engagement and long term goals.	<ul style="list-style-type: none"> ● Implementation of business development strategy on LTKL Business and Portofolio Development at district level ● Recording process
Manage 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.	<ul style="list-style-type: none"> ● Archive of financial expense (transaction record) ● Draft financial report
In collaboration with Sustainable Business Manager – develop and implement necessary programs, i.e. training, workshop, for LTKL Staff at district level including ‘Sentra’; monitor LTKL Staff at district level; to ensure the staff are equipped with all required knowledge and capacity to assist the implementation of Sustainable program at the district run effectively.	<ul style="list-style-type: none"> ● Implementation programs for capacity development of LTKL Staff at district level (incl. Sentra Inkubasi dan Sentra Inovasi & Produksi Lestari)
Develop and implement district pipeline promotion sessions at LTKL flagship events (e.g. Festival Kabupaten Lestari), and providing necessary support for the other LTKL strategic events including ‘Ekosistem Pendukung’, particularly relevant to the promotion or adoption of Sustainable Business program; with the aim to inform, promote and harness the implementation of Sustainable Business at the national and district level.	<ul style="list-style-type: none"> ● Implementation programs for LTKL Sustainable Business promotion at LTKL flagship events and other LTKL strategic events

Qualification:

- Bachelor Degree in Economy, Management, Business Development or other relevant studies with minimum two years of relevant experiences (having qualification of Master Degree is an advantage);
- Extensive experience on working with communities on development capacity program.
- Extensive knowledge on SMEs setting and community innovation in Indonesia and district levels, including on regulations, stakeholders and business players.
- Proven experience of leading community development program.
- Proven experience of working with multi-stakeholders on business development process, including with the local government, SMEs representatives, and development partners.
- Understand sustainable development context and the districts' needs.
- Proven ability to deliver high quality outputs on time.
- Excellent communication skills in Bahasa Indonesia and English as well as well-developed interpersonal skills.
- Self-motivated and able to work with minimum supervision.

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 Sustainable Business Coordinator/Manager or Head of Secretariat.

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.