LTKL — LINGKAR TEMU KABUPATEN LESTARI

JOB VACANCY: Knowledge Management (KM) Coordinator

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)
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 joined voluntarily to 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

Secretariat LTKL is currently seeking a District Knowledge Management (KM) Coordinator. The District KM Coordinator is responsible to effectively lead the development of data collection framework, store, maintain the systems and distribute the knowledge of LTKL Secretariat and LTKL district members.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
Develop, Plan 1) strategies and measurement systems of data collection and innovation; 2) implement the knowledge management system and practices 3) access to and use of data across complementary initiatives to ensure that all systems supporting District Knowledge Management work in an integrated fashion and are appropriately supported initiatives needs with the aim of succeeding the LTKL districts' programs	- Data management framework
Monitor the implementation of 1) agreed data/information collection framework; 2) high-quality data management systems, and 3) knowledge sharing activities to ensure that the information needs of the districts are met in a timely, effective and efficient manner.	- Monitoring system for data collection framework using any tools (Bigdata/ERP/etc) - Access to data
Develop indicators for program success guidelines, also design and develop measurement for indicators; to ensure LTKL Secretariat has the right indicators and measurements in accordance with LTKL as well as district members strategy and long-term goals.	- Indicator of impact evaluation / impact report - Measurement of indicators
Work closely with Monitoring and Evaluation (MEL) to (1) analyze data (2) design and deliver training programs to internal secreatriat and districts on data	- Data analysis

collection/management principles and analysis, encourage a knowledge-sharing culture	- Capacity building secretariat / districts on monitoring and data analysis

QUALIFICATIONS:

1. Postgraduate with a minimum experience of 2 years in relevant field/ bachelor degree with a minimum experience of 3 years in relevant field.
2. Experience in program planning, monitoring and reporting; experience and skills in dealing with multi-stakeholders forum such as key government agencies, civil society organizations, social-political figures, private companies and grassroots communities.
3. Experience in data analysis and reporting, including a strong command of statistical and data analysis tools and methods.
4. Good working knowledge of relevant data collection framework and making databases; experience helping an organization to use data as an insight for measuring performance is preferred.
5. Good interpersonal communication and facilitation skills for mentoring and knowledge sharing; ability to clearly communicate technical information to a wide variety of audiences.
6. Results oriented skill at leading and participating in teams, and ability to manage multiple and complex objectives and tasks.
7. Excellent in oral and writing skills in Bahasa Indonesia and English as well as well-developed interpersonal skills.
8. Experience working with data engineer and data analyst is a plus.

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 2024-2025 with possibility of continuous extension based on performance.

2. **Reporting**:

   The incumbent shall report on a regular basis to KM & MEL Lead on a daily basis.

3. **Duty Stations:**

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

Acknowledgement by

Faradina Anjani Kusumah

KM & MEL Lead