

JOB VACANCY: LEARNING & DEVELOPMENT SPECIALIST

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: Consultant

Periode : 2024 - 2025

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 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:

LTKL Secretariat is currently seeking a Consultant Learning & Development Specialist. The Learning & Development Specialist is responsible for enhancing the organization's effectiveness by supporting the implementing strategic initiatives in learning & development. This role involves assessing organizational needs and implementing capacity building programs. The Learning & Development Specialist will work closely with the Human Resource and Organizational Development Lead to execute initiatives that promote a high-performing and adaptable organization.

The Learning & Development Specialist performance will contribute directly to the progress of the following LTKL Secretariat needs to increase the capacity of the organization and skillset of the team as the backbone organization for LTKL association.

RESPONSIBILITIES AND DELIVERABLES

ACTIVITIES	DELIVERABLES
<p>Learning & Development (L&D) Work with HR-OD Lead to improve LTKL Human Resources procedures that promotes LTKL culture, which include;</p> <ul style="list-style-type: none"> • Design and provide socialization on HR-OD related procedures for LTKL national and local staff to ensure good understanding of LTKL procedures. • Embed DEI principles into all aspects of LTKL's organizational culture. This involves promoting diversity in hiring practices, 	<ul style="list-style-type: none"> • LTKL HR-OD SOPs and guidelines • LTKL DEI SOP guidelines • Implementation of LTKL HR-OD relevant procedures.

<p>fostering an inclusive work environment, and ensuring equitable opportunities for all staff.</p> <ul style="list-style-type: none"> • Promote a culture of continuous learning and development across the organization. • Encourage participation in training programs and create awareness about the importance of professional growth. • Lead initiatives that recognize and reward learning achievements within the Organization. • Ensure LTKL OD dashboard and assets data are updated well and utilized to make informed decisions. 	
<p>Capacity Building Work with HR-OD Lead to further improving the learning & development capacity of LTKL and the staff, through the following activities;</p> <ul style="list-style-type: none"> • Identify training needs and create development programs to enhance employee skills, leadership capabilities, and overall performance. • Coordinate and deliver training workshops, seminars, and other learning opportunities. • Evaluate the effectiveness of training programs and make adjustments as needed. • Tailor capacity development programs to meet the specific needs of national and local teams. This includes identifying skill gaps, designing targeted training programs, and fostering a culture of continuous learning. • Implement leadership development programs to cultivate future leaders within LTKL. This involves mentorship, coaching, and opportunities for leadership roles in both national and district-level initiatives. • Maintain skills development of LTKL staff and the nurtured institutions at the national and district level, ensuring their growth and development are aligned with the organizational goals and objectives. 	<ul style="list-style-type: none"> • Syllabus of Learning & Development Plan for LTKL Secretariat. • Effective Learning Management System for LTKL Secretariat. • Regular Learning & Development Dashboard & Reports for Business Flow Improvement
<p>Exit & Scale Strategy For the 2030 Exit and Scale Strategy, develop a comprehensive roadmap that clearly defines objectives, timelines, and measurable outcomes,</p>	<ul style="list-style-type: none"> • Roadmap Design of LTKL's exit and scale strategy of 2030. • Action plan strategy of exit and scale LTKL 2030.

<p>ensuring a structured approach to achieving the organization's long-term goals;</p> <ul style="list-style-type: none"> • Develop a comprehensive roadmap outlining the steps and milestones towards achieving the 2030 exit and scale strategy. This includes defining objectives, timelines, and measurable outcomes. • Create detailed action plans for phased scaling of operations and eventual exit strategies in targeted districts or areas. This involves identifying key success factors, potential challenges, and mitigation strategies. • Establish mechanisms for monitoring progress and evaluating the effectiveness of the exit and scale strategy. This ensures adjustments can be made in real-time to optimize outcomes and mitigate risks. 	<ul style="list-style-type: none"> • Monitoring and Evaluation System of Progress the effectiveness of Exit & Scale Strategy
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QUALIFICATIONS:

- Bachelor's degree in Human Resources, Education, Learning & Development, or a related field.
- Minimum of 3-5 years of experience in training and development, capacity building initiatives. preferably within an NGO or non-profit environment.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Strong understanding of adult learning principles and training methodologies.
- Excellent communication and presentation skills.
- Ability to design, develop, and deliver training programs effectively.
- Proficiency in using learning management systems (LMS) and other training-related technologies.
- Strong project management skills, with the ability to manage multiple training initiatives simultaneously.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills.

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2024-2025 with the possibility of 1 year extension based on the performance.

2. Reporting:

The Officer shall report on a regular basis to the LTKL Human Resources and Organizational Development Lead.

3. Duty Stations:

The Office is stationed in Jakarta, with regular travel to LTKL district member areas and other stations as assigned by the Head of Secretariat.

Please send your updated resume to recruitment@kabupatenlestari.org with subject: Consultant Learning & Development_[Name] no later than 15 November 2024.