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

RESPONSIBILITIES & DELIVERABLES:

ACTIVITIES	DELIVERABLES
Knowledge Management Strategy and System Development - Assisting the KM and MEL Lead in developing and implementing knowledge management strategy, including data collection frameworks and systems to support LTKL programs.	**Knowledge Management Framework and System** - Data collection framework to support LTKL program goals. - Performance reports on the knowledge management system.
Data Management and Analysis - Ensuring access and utilization of data within the organization that are relevant to LTKL programs. - Collaborating with the MEL Unit to analyze and visualize data related to program	**Data Management System** - Provide a data management system using tools such as Big Data/ERP systems that operates optimally.

achievement to support data-driven decision-making.	- Publish impact reports based on data and program success indicators.
Operational Support and Reporting - Preparing documentation of program learning and best practices, and circulating it both internally and externally. - Submitting reports to the KM & MEL Lead on achievements, challenges, and recommendations for program improvement.	**Knowledge Product** Documents of best practices and program learnings.
Support Capacity Building and Knowledge Sharing Culture - Developing and delivering training on data collection and management principles for the internal secretariat and member districts. - Promoting a culture of knowledge sharing within the organization and strategic partners.	**Knowledge Sharing** - Internal training sessions to enhance knowledge management capacity. - Evaluating the ability of the secretariat and member districts in managing and analyzing data. - Sharing program learnings internally and externally. - Manage circulation of learning knowledge both internally and externally.
Coordination and Supervision - Directing and supervising the daily tasks of the KM Officer to ensure that work results meet the established targets and deadlines. - Provide mentoring and guidance within the internal organization and district members to enhance their capacity on data management and analysis.	**Supervision and Capacity Building** - Achievement report for each monitored task with KM Officer. - Training materials for internal staff and district members on data management and analysis principles.

QUALIFICATIONS:

1. Postgraduate with a minimum experience of 3 years in relevant field or bachelor degree with a minimum experience of 5 years in relevant field.
2. Minimum 3+ years experience in **knowledge management, organizational learning, or related roles**
3. Experience in managing knowledge-sharing platforms, communities of practice ,or organizational learning programs
4. Proven ability to design, implement, and manage KM strategies and initiatives in diverse organizational settings
5. Experience in data analysis and reporting, including a strong command of statistical and data analysis tools and methods.
6. 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.
7. Good interpersonal communication and facilitation skills for mentoring and knowledge sharing; ability to clearly communicate technical information to a wide variety of audiences.
8. Excellent in oral and writing skills in Bahasa Indonesia and English as well as well-developed interpersonal skills.
9. Experience working with data engineers and data analysts 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.

TERM OF OFFER
1. **Contract Period:**
   The contract shall cover the period of 2025-2026 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:**
   The incumbent shall be stationed in Jakarta, with regular travel to other stations as assigned by LTKL.