LTKL — LINGKAR TEMU KABUPATEN LESTARI

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 Monitoring, Evaluation and Learning (MEL) Coordinator. The MEL Coordinator is responsible to coordinate program monitoring processes, including assisting on how to measure, baseline and implement programs.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITIES	DELIVERABLES
MEL Strategy Planning: - Supporting the KM and MEL Lead in developing the organization's MEL framework, including key performance indicators (KPIs) and baseline data. - Developing program success indicators that are relevant to the long-term strategy of LTKL and its district members.	**MEL Strategy** - MEL plans and frameworks aligned with LTKL program strategy. - Technical guidelines for data collection and evaluation methods integrated with the Knowledge Management System.
Implementation of Monitoring, Evaluation, and Learning - Coordinating and implementing data collection, analysis, learning to develop MEL reports while ensuring data accuracy. - In collaboration with the Knowledge Management (KM) Unit, preparing impact evaluation reports for donors and stakeholders in accordance with organizational standards.	**MEL Reports:** Quarterly reports on program monitoring results, including recommendations for improvements. **Program Proposals:** Supporting preparation of data-driven program proposals.

- Assisting the preparation of program learning documents to support the continuous improvement process.	
Data Analysis and Visualization: - Supporting analysis of quantitative and qualitative data and creating informative data visualizations using data visualization tools. - Providing analytical input to the Lead or Manager for strategic decision-making.	**Data Analysis:** - Data analysis documents that include key findings and provide data visualizations using data visualization tools such as dashboard, archGIS, etc.
Coordination and Supervision: - Directing and supervising the daily tasks of the MEL 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 MEL 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 of progressive job experience supporting or managing monitoring and evaluation including quantitative and qualitative data collection and analysis.
3. Demonstrated expertise in designing and implementing **Theory of Change (ToC) and Logical Framework Approach (LFA).**
4. Possess knowledge and skill in research methodology and data collection for baselining.
5. Familiarity with sustainable development programs especially in forestry, environment and economic sectors.
6. Demonstrated critical thinking and analytical skills, as well as the ability to handle complex situations and demonstrate sound judgment and problem-solving.
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 oral and writing skills in Bahasa Indonesia and English as well as well-developed interpersonal skills.

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.