

JOB VACANCY: PROJECT MANAGER FOR ORGANIZATIONAL DEVELOPMENT

Location: Jakarta, Indonesia

Position Type: Consultant

Periode : 2025 - 2026

WHO WE ARE

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments working together to achieve sustainable development. Formed in 2017 by eight founding districts, LTKL now brings together nine member districts across six provinces and operates as a caucus under the Association of Regency Governments of Indonesia (APKASI). The Secretariat, established in 2017, serves as the backbone that coordinates members and partners to advance collective progress toward the Sustainable District Vision declared in 2021.

As a **time-bound initiative**, LTKL was designed with a clear purpose — to **prove and document how collaborative governance can drive sustainable district development in Indonesia**. By 2030, LTKL aims to complete its mandate by delivering a proven model, or “blueprint,” that shows how this approach can be scaled and sustained beyond the current structure.

The upcoming years will therefore focus on developing an **organizational strategy to achieve LTKL's mission beyond 2030**. This includes ensuring that LTKL's values, roles, and systems can continue to create impact — whether through member districts, partner networks, or other institutions that will carry forward the mission.

Currently, LTKL is in the **early stages of this transition**, focusing on designing the strategy framework while simultaneously strengthening its internal systems and organizational readiness. This involves developing a clear roadmap for the organization's next phase, enhancing Secretariat capabilities, and completing foundational elements such as SOPs, Diversity, Equity, and Inclusion (DEI) policies, and internal capacity-building programs.

Position Overview

The **Organizational Development (OD) Specialist – Project Manager** will play a key role in managing the process of designing and implementing **LTKL's Organizational Strategy for Mission Beyond 2030**.

This position combines project management, organizational development, and learning functions to ensure the Secretariat and the broader LTKL ecosystem are prepared for the next stage of their journey.

The OD Specialist will coordinate internal assessments, manage expert consultations, facilitate roadmap development, and strengthen the Secretariat's organizational

foundation through improved SOPs, DEI implementation, and structured capacity-building programs.

RESPONSIBILITIES AND DELIVERABLES

A. Project Management – LTKL’s mission beyond 2030 (50%)

- Co-design the overall **LTKL Organizational Strategy Project** together with the HR-OD Lead and Institutional Building team.
- Develop detailed work plans, budgets, and implementation timelines; coordinate with and manage consultants or vendors.
- Oversee end-to-end implementation of key activities, including:
 - Expert consultations and assessment strategy design.
 - Stakeholder mapping and interviews.
 - LTKL value and role assessment.
 - Capacity and dependency mapping between members and the Secretariat.
 - Benchmarking with similar institutions (desk studies and learning visits).
 - Scenario workshops, roadmap drafting, validation, and approval processes with the Board of Members.
- Ensure deliverables contribute to the long-term mission strategy document outlining LTKL’s pathway and model for impact beyond 2030.
- Track progress, coordinate with teams, and prepare synthesis or documentation to support decision-making by the leadership and members.

B. Organizational Development and System Strengthening (20%)

- Lead the assessment and improvement of LTKL’s organizational SOPs, ensuring they are comprehensive, updated, and aligned with the exit and scale direction.
- Develop and implement a Diversity, Equity, and Inclusion (DEI) SOP, ensuring inclusivity and fairness across Secretariat operations and culture.
- Collaborate with internal teams to integrate OD principles into daily practices, ensuring organizational resilience and adaptability during transition.

C. Capacity Building and Learning Development (30%)

- Identify capacity and leadership gaps within the Secretariat and design targeted capacity-building and learning programs.
- Co-create development plans to enhance skills, leadership capabilities, and overall performance of Secretariat staff.
- Design and coordinate training workshops, mentoring programs, and learning sessions tailored to Secretariat and district-level needs.
- Evaluate and document learning outcomes to strengthen organizational knowledge and ensure sustainability of practices beyond LTKL’s lifespan.

QUALIFICATIONS:

- Bachelor’s or Master’s degree in Organizational Development, Human Resources, Public Policy, or related fields.
- Minimum 4 years of experience in OD, HR, project management, or institutional strengthening, preferably within multi-stakeholder or non-profit organizations.

- Strong project management skills, with the ability to manage multiple training initiatives simultaneously.
- Proven experience in designing and managing complex, multi-phase projects involving internal and external stakeholders.
- Strong facilitation, analytical, and documentation skills.
- Understanding of change management, learning design, and capacity-building frameworks.
- Excellent communication skills in Bahasa Indonesia and English.
- Familiarity with sustainability, governance, or local government networks is an advantage.
- Proficiency in using learning management systems (LMS) and other training-related technologies.
- 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 2025-2026 with the possibility of 1 year extension based on the performance.

2. Reporting:

The Consultant 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.