



# LTKL

LINGKAR TEMU  
KABUPATEN  
LESTARI

## JOB VACANCY: Sustainable Enterprise Readiness Consultant

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Remote

Position Type: Consultant

### 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:

The Program Officer for the Sustainable Business & Investment Unit plays a critical role in supporting the day-to-day implementation of programs by ensuring that planned activities are executed in an organized, timely, and efficient manner. This role focuses on translating approved program plans into operational actions through detailed scheduling, coordination of logistics, and support to budget execution. The Program Officer works closely with internal teams and partners to ensure that activities on the ground align with agreed objectives, timelines, and sustainability principles, while proactively identifying and addressing operational challenges that may affect program delivery.

In addition, the Program Officer serves as a central coordination and monitoring function throughout the program lifecycle, ensuring that progress, risks, and resource utilization are systematically tracked and documented. Through consistent monitoring, administrative management, and structured reporting, the role provides management with reliable and up-to-date information to support decision-making and adaptive program management. Although the position does not lead program design, it is essential in safeguarding implementation quality, accountability, and compliance, and in ensuring that program outputs and results are delivered as planned and ready to inform subsequent investment, financing, or scale-up interventions.

Your role holds a strategic function in fulfilling the core objectives of its respective division, while also being integral to the Secretariat's collective contribution toward achieving LTKL's 2030 vision. Although the role operates within a specific area of expertise, you are expected to collaborate across units and contribute meaningfully to the implementation of the pillars that underpin LTKL's shared goal: enabling member districts to transition into sustainable and thriving regions. The ability to align divisional work with cross-cutting priorities—such as inclusive governance, nature-based economy, data reliability, and narrative amplification—is essential to ensure that the organization's overall impact is coherent, measurable, and transformational. Your role is therefore vital not only to the strength of your division but also to the broader success of LTKL's sustainable district agenda.



## RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
<p><b>Program Planning &amp; Organization</b> Support the development of program workplans by assisting in scheduling, initial budget planning, and logistical arrangements to ensure effective and timely implementation of sustainable business and investment initiatives.</p>	<p>A structured and detailed program workplan that outlines activities, timelines, milestones, and roles and responsibilities of relevant team members; an initial budget framework that breaks down estimated costs by activity and resource category; and documented logistical arrangements (including schedules, venues, and operational requirements) that enable smooth and timely program execution.</p>
<p><b>Team and Stakeholder Coordination</b> Coordinate communication and collaboration among internal teams, clients, partners, and relevant stakeholders to ensure alignment, timely information exchange, and smooth program implementation.</p>	<p>A clearly documented stakeholder mapping identifying key internal and external actors, their roles, and level of engagement; comprehensive records of coordination activities, including meeting minutes, discussion notes, decisions, and agreed follow-up actions; and an updated coordination schedule that reflects ongoing communication and collaboration with stakeholders throughout the program lifecycle.</p>
<p><b>Program Monitoring &amp; Risk Management</b> Monitor program progress against agreed plans, track task completion, and identify potential operational risks to support timely decision-making and adaptive management.</p>	<p>Periodic progress reports that describe implementation status, completed and ongoing activities, key achievements, and deviations from the plan; a risk and issue log that documents identified risks, potential impacts, mitigation measures, and responsible persons; and monitoring notes that provide an up-to-date overview of program performance and implementation challenges.</p>
<p><b>Program Administration &amp; Documentation</b> Manage program documentation, data, and administrative processes in compliance with internal procedures and reporting requirements.</p>	<p>A well-organized and regularly updated repository of program documents, including TORs, contracts, correspondence, data sets, and activity records; complete administrative and compliance documentation that supports internal management, audits, and external</p>



	reviews; and clearly labeled and accessible records that ensure transparency and traceability of program activities.
<b>Resource Management</b> Ensure the availability and efficient use of program resources, including equipment, facilities, and operational support, through coordination with relevant units.	A documented list of program resource requirements linked to planned activities; records of resource allocation, utilization, and maintenance; and short summaries assessing resource efficiency and identifying gaps or additional needs to support effective program delivery.
<b>Reporting &amp; Knowledge Management</b> Prepare regular program progress, results, and financial reports to support management oversight and learning.	Periodic narrative and financial reports that clearly explain program activities, outputs, outcomes, and budget utilization; a comprehensive final program report that synthesizes results, lessons learned, and recommendations; and consolidated documentation that supports program evaluation, decision-making, and institutional knowledge sharing.

#### QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Economics, Finance, Development Studies, Environmental Management, or a related field; a Master's degree is an advantage.
2. 2–4 years of professional experience in project or program management, preferably in sustainable business development, investment facilitation, or development finance, preferably with exposure to MSME or inclusive finance initiatives.
3. Proven experience coordinating multi-stakeholder programs or projects, including managing teams, liaising with partners, and supporting implementation of program activities in compliance with timelines and budgets.
4. Strong understanding of sustainable business principles, ESG criteria, and inclusive investment practices, with the ability to translate these into operational program activities.
5. Proven experience in program administration, monitoring, and reporting, including documentation of program activities, tracking deliverables, and managing operational risks.
6. Strong analytical and organizational skills, including the ability to plan, monitor, and report on program activities, budgets, and resources.
7. Excellent communication and stakeholder engagement skills, with the ability to coordinate with internal teams, partners, and external stakeholders at various levels.
8. Ability to work independently and collaboratively within multi-disciplinary teams, with flexibility to travel and work in district-level, rural, or field-based contexts.
9. Proficient in project management tools, reporting software, and basic financial tracking; familiarity with sustainability or investment frameworks is a plus.
10. Willing and able to travel across districts in Indonesia.

## **TERM OF OFFER**

### **1. Contract Period:**

The contract shall cover the period of February - July 2026 with the possibility of continuous extension based on performance.

### **2. Reporting:**

The incumbent shall report on a regular basis to the **Sustainable Business Manager** 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.