

## **JOB VACANCY: Government Affair & Policy Advocacy 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 established to realize sustainable development through the spirit of multi-stakeholder collaboration. To date, LTKL has nine (9) member districts across six (6) provinces in Indonesia and works side by side with twenty-six (26) development partner networks at the global, national, and subnational levels. These partners join voluntarily in the spirit of *gotong royong* to accelerate the achievement of shared goals and to help create a sustainable development order driven by multiple stakeholders.

Based on the results of the **Sustainable District Vision Declaration 2030** adopted in 2021, LTKL member districts commit to working collaboratively with cross-sector stakeholders to protect at least fifty percent (50%) of the total critical ecosystems within district jurisdictions through a sustainable jurisdictional approach. Subsequently, they also commit to ensuring that at least one million (1,000,000) families living within and/or around critical ecosystems in the districts experience improved well-being.

To realize the commitments of this Declaration, LTKL applies a jurisdictional approach supported by five (5) key pillars: 1) Regional policy and planning innovation; 2) Multi-stakeholder processes; 3) Co-creating sustainable business and investment; 4) Measuring progress; and 5) Narrative amplification.

### **PURPOSE OF THE ROLE:**

The Government Affairs & Policy Advocacy Coordinator is responsible for developing and maintaining relationships between the organization and national governments (including provincial governments, APKASI, and other government coalition organization ), as well as relevant public institutions, to support policy initiatives, innovations, and best practices from member districts.

This role focuses on leveraging tangible incentives, particularly public and blended incentives through strategic partnerships, funding and financing mechanisms, in-kind programs, and other support instruments to advance policy innovation and sustainable development programs developed by member districts.

The Government Affairs & Policy Advocacy Coordinator will work closely with the Planning and Policy Team and cross-unit to ensure that policies under development and documented best practices are effectively connected to available opportunities at the regional, national, and global levels.

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
<b>CORE FUNCTIONS</b>	
<p><b>Government Relations (National &amp; Provincial)</b></p> <ul style="list-style-type: none"> <li>● Explore and maintain strategic relationships with ministries, provincial governments, and relevant agencies/partners to advance sustainable policy agendas</li> <li>● Represent LTKL in formal and informal government forums</li> <li>● Coordinate alignment between district needs and national/provincial policy</li> </ul>	<ul style="list-style-type: none"> <li>● Stakeholder engagement map</li> <li>● MoU / Lol / cooperation agreements</li> <li>● Meeting minutes &amp; engagement reports</li> </ul>
<p><b>Policy Advocacy &amp; Policy Support</b></p> <ul style="list-style-type: none"> <li>● Translate field insights into policy recommendations/ advocacy toolkits</li> <li>● Lead and support policy advocacy processes</li> <li>● Coordinate cross-ministry / cross-level policy discussions/ hearing sessions</li> </ul>	<ul style="list-style-type: none"> <li>● Policy briefs, technical notes, and other relevant policy advocacy toolkits</li> <li>● Advocacy agenda &amp; strategy document</li> <li>● Policy consultation summaries</li> </ul>
<p><b>Fiscal Incentives &amp; Blended Finance</b></p> <ul style="list-style-type: none"> <li>● Identify opportunities for fiscal incentives and blended finance</li> <li>● Support policy frameworks enabling incentives</li> <li>● Engage potential financing partners</li> </ul>	<ul style="list-style-type: none"> <li>● Incentive opportunity mapping</li> <li>● Concept notes for blended finance</li> <li>● Policy inputs on fiscal instruments</li> </ul>
<p><b>Unit Leadership Support</b></p> <ul style="list-style-type: none"> <li>● Support Planning &amp; Policy Unit Manager in program delivery</li> <li>● Ensure cross-program coherence</li> <li>● Provide technical oversight to program teams</li> </ul>	<ul style="list-style-type: none"> <li>● Consolidated program progress reports, including documentation and data management</li> <li>● Strategic recommendations to Unit Manager</li> </ul>

<p><b>Organizational support</b></p> <ul style="list-style-type: none"> <li>• Regular and strategic coordination with other LTKL Secretariat unit and district teams</li> <li>• Supporting LTKL's flagship events (such as General Assembly/RUA, Festival Lestari, etc.) in terms of content development and technical roles.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes &amp; engagement reports</li> <li>• Role assignments</li> </ul>
<p><b>PROGRAM PRIORITIES</b> This position will support the implementation of program priorities in LTKL member districts and strengthen engagement with partners, particularly key decision-makers.</p>	
<p><b>Program 1: Strengthening Policy Impact</b></p> <p>Main focus: Strengthen integrated policies and planning frameworks to support resilient and sustainable districts.</p>	<p><b>Outcome:</b> Coherent and integrated policies and planning frameworks that enable and safeguard progress toward resilient and sustainable districts.</p>
<p><b>Program 2: Capacity &amp; Capability Building for Decision Makers</b></p> <p>Main focus: Enhance the capacity of local leaders to support and champion policy and planning innovation.</p>	<p><b>Outcome:</b> Local leaders (government and non-government) in member districts actively support and champion policy and planning innovation.</p>
<p><b>Program 3: Impact Recording of Innovative Policy &amp; Planning Development</b></p> <p>Main focus: Documentation, learning, and systematize evidence of innovative policy and planning practices for sub-national development reference.</p>	<p><b>Outcome:</b> Documented and systematized evidence of innovative policy and planning transformation processes in member districts, serving as a reference for the development of sub-national development blueprints.</p>

**QUALIFICATIONS:**

1. Bachelor Degree in Development Economics, Environmental Science, Political and Social Sciences, Planology, or other relevant studies with minimum **3 (three) years** of relevant experiences (having qualification of an advanced degree is preferred);
2. Good working knowledge of public policy, environmental protection governance, and environmental investment and financing models in Indonesia, especially fiscal and budgeting frameworks;
3. Having the ability to facilitate meetings and build a network with multi-stakeholders in various work settings, such as the national and district governments, business/private sectors, and CSOs;
4. Understand sustainable development context and its connectivity with the district's governance;

5. Experience of working in the government and/or government association, CSOs, or development sectors is desirable;
6. Ability in using project management tools, collecting and analyzing data/information, and proven strong written and communication skills;
7. Ability to take initiative, problem solve, and make decisions within job scope, and work multi-task with minimum supervision with proven ability to deliver high quality outputs on time;
8. Excellent communication skills in Bahasa Indonesia and English as well as well-developed interpersonal skills;
9. Experience working with a diverse, multicultural population would be considered as an asset;
10. Flexible to undertake frequent business travel with short notice;
11. Good team player.

#### **WHAT WE OFFER**

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after the 90 days program consultancy
- Ability to work from home and from the office from time to time.
- Good maternity and paternity policies, accessible after the 90 days program consultancy.
- Accessible employee capacity development support as required by the staff.

#### **TERM OF OFFER**

- **Contract Period**  
Government Affairs & Policy Advocacy Coordinator is expected to start immediately. Contract duration as a consultant covers the period of February – April 2026 (3 months). Extendable based on performance evaluation and program needs as PKWT
- **Reporting**  
The officer shall report to the Planning & Policy Manager.
- **Duty Station**  
The officer will be stationed in Jakarta, with travels necessary based on the needs.