



LTKL

LINGKAR TEMU
KABUPATEN
LESTARI

JOB VACANCY: Business & Portfolio Development Coordinator

Lingkar Temu Kabupaten Lestari (LTKL Sekretariat)

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 voluntarily support LTKL achieving its common goals that was translated into LTKL Declaration of Sustainable District Vision that was announced formally in 2021. Under the declaration, the member districts are committed to working together with cross-sectoral parties to protect at least fifty percent (50%) of the total important ecosystems within the district's jurisdiction, through an approach that ensures at least 1 million families live within the district and/or around important ecosystems within the district can improve their welfare.

PURPOSE OF THE ROLE

Secretariat LTKL is currently seeking a Business & Portfolio Development Coordinator to lead the development and execution of Portfolio development strategies, nurture the readiness of the portfolio for market, and manage the overall operations of the innovation & production center.

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:

Tactical Leadership & Strategy Execution:

- Formulating business development strategies.
- Leading the execution of strategic initiatives.
- Monitoring and reporting on strategy performance.



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Innovation & Business Portfolio Management:

- Overseeing the management of the business portfolio.
- Identifying new opportunities for portfolio growth.
- Ensuring the alignment of the portfolio with innovation goals.

Market Analysis & Strategic Alignment:

- Conducting comprehensive market analysis.
- Developing strategies based on market insights.
- Aligning portfolio offerings with market demands.

Stakeholder Engagement & Network Expansion:

- Managing relationships with external stakeholders.
- Expanding the business network to support growth objectives.

Operational Coordination & Team Development:

- Coordinating operations across business and portfolio development activities.
- Cultivating a skilled business development team through training and development.

RESPONSIBILITIES & DELIVERABLES:

	ACTIVITES	DELIVERABLES
Strategic Business Planning:	Crafting and refining business development plans. Aligning business plans with overall organizational goals.	Strategic Plan: Comprehensive strategic plans with measurable objectives. Timelines and roadmaps for strategy implementation.
Portfolio Analysis & Development:	Conducting portfolio reviews and gap analyses. Developing and recommending portfolio optimization strategies. Develop Value chain analysis Connect and Strengthen the value chain	Portfolio Management Reports: Regular reports on portfolio performance and optimization. Recommendations for adjustments in the portfolio mix. Value Chain Analysis Upstream & Midstream capacity building



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Value Chain Impact, Market, & innovation Strategy Formulation:	Undertaking market, innovation, & impact research to guide strategic planning with partners Formulating strategies.	Value Chain Impact, Market, & innovation Analysis: Detailed Value Chain Impact, Market, & innovation analysis
Stakeholder Relationship Cultivation:	Engaging with stakeholders to support business objectives. Organizing stakeholder meetings and networking events.	Stakeholder Communication: Summaries of stakeholder meetings and communications. Community activation and engagements Social Dynamic Monitoring
Team Leadership & Capability Building:	Leading the business development team effectively. Planning and executing team training programs.	Team Development Outcomes: Training materials and workshop outlines. Reports on team progress and development milestones.

REQUIREMENTS:

- Bachelor's degree in Business, Economics, Management, Development Studies, Environmental Studies, or a related field
- Minimum 4–5 years of relevant experience in business development, strategic planning, portfolio/program management.
- Experience in portfolio analysis and optimization, working in multi-stakeholder environments is highly preferred.
- Strong stakeholder management and relationship-building skills
- Ability to translate complex ideas into clear and actionable strategies
- Strong analytical, communication, and 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.
- Opportunity to work alongside LTKL Board of Advisory, District Leads and diverse team from all over Indonesia.



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TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2026-2027 with the possibility of 1 year extension based on the performance.

2. Reporting:

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

3. Duty Stations:

The incumbent shall be stationed in Jakarta, with regular travel to other stations as assigned by LTKL.