



JOB VACANCY: Consultant Knowledge Management Consultant

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: Project Base

WHO WE ARE

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments that serves as a multi-stakeholder platform dedicated to advancing jurisdictional-based sustainable development. Currently, LTKL consists of nine member districts across various provinces in Indonesia, along with strategic partners working collaboratively to achieve its commitments: protecting 50% of critical ecosystems and improving the livelihoods of 1 million people.

Within LTKL, the Secretariat functions as an ecosystem builder. In its daily operations, it generates and manages a continuously growing body of information distributed across four divisions and eleven (11) units.



**Reference: DIKW Pyramid by Russell Ackoff and Milan Zeleny*

Given this context, the LTKL Secretariat recognizes the need to transform dispersed information into structured knowledge that can be leveraged as organizational learning. This knowledge is expected to support the development of formulas or blueprints for building sustainable and self-reliant districts. To address this, the Secretariat is initiating the development of a Knowledge Management System and plans to recruit a Knowledge Management Consultant.

The Consultant will work closely with the Learning & Impact unit and will play a dual role as both system designer and implementer. The role will be responsible for ensuring the end-to-end development and operationalization of the Knowledge Management System within the Secretariat, covering the full knowledge lifecycle: knowledge acquisition (data and information collection), knowledge storage and organization, and knowledge distribution on a daily, weekly, and monthly basis.

Through this role, the Secretariat aims to establish a Knowledge Management System that not only restructures data and information but also synthesizes them into actionable knowledge that can be sustainably utilized to develop models for sustainable and independent district development.

PURPOSE OF THE ROLE:

The **Knowledge Management Consultant** will play a critical role in designing, building, and operationalizing an end-to-end Knowledge Management System for the LTKL Secretariat. This role ensures that fragmented data and information across the organization are systematically captured, structured, and transformed into actionable knowledge.

By establishing effective processes, tools, and workflows for knowledge acquisition, organization, and distribution, the Consultant will enable the Secretariat to generate continuous learning, strengthen institutional memory, and support the development of scalable models for sustainable and self-reliant district development.

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:

ACTIVITIES	DELIVERABLES
Design and develop the LTKL Secretariat Knowledge Management System and its Project Management approach in collaboration with the Learning & Impact unit	<ul style="list-style-type: none"> - Knowledge Management System blueprint document for the LTKL Secretariat, outlining required processes - Implementation roadmap or work plan for the Knowledge Management System, including list of tasks and timeline
Build, implement, and operate the tools required for the LTKL Secretariat Knowledge Management System	<ul style="list-style-type: none"> - Knowledge Management tools required (e.g., Google Workspace, Notion, etc.), but not limited to these platforms - User guidelines/manuals for Knowledge Management tools
Coordinate daily with the LTKL Secretariat to ensure the Knowledge Management System runs effectively	<ul style="list-style-type: none"> - Structured and well-organized Secretariat information and knowledge that can be distributed
Reporting and dissemination of LTKL Secretariat knowledge	<ul style="list-style-type: none"> - Monthly progress report on the Knowledge Management System project - Weekly/monthly reports on Secretariat knowledge that can be distributed and utilized by the LTKL Secretariat

QUALIFICATIONS:

1. Based in or domiciled within the Greater Jakarta area (Jabodetabek).
2. Has 2–3 years of experience in qualitative and quantitative data processing, as well as system design and implementation.
3. Preferably has an academic background in Information Systems or Library and Information Science.
4. Proficiency in English is preferred.
5. Demonstrates strong integrity, honesty, and professionalism.
6. Has an understanding of sustainable development, environmental protection and restoration, and community welfare.
7. Has experience in collecting and analyzing participatory qualitative data through methods such as interviews, focus group discussions, workshops, and others.
8. Proactive and responsive in carrying out tasks in accordance with set timelines.
9. Possesses strong communication skills to engage with diverse stakeholders.
10. Has access to a personal device (gadget), email, and is proficient in using Google Workspace (Google Sheets, Google Docs, etc.).
11. Able to record, document, and synthesize processes throughout the project lifecycle.

TERM OF OFFER

1. **Contract Period:**
The contract shall cover the period of May - Aug 2026 with possibility of continuous extension based on unit needs
2. **Reporting:**
The incumbent shall report on a regular basis to the Learning & Impact Sekretariat on a daily basis.
3. **Duty Stations:** The incumbent shall be stationed in Jakarta