

Job Vacancy Announcement

Reference No:	055
Project:	The Corruption Prevention in the Forestry Sector (CPFS)
Position:	Trainee
Location:	Jakarta
Expected to join:	ASAP
Reporting to:	Project Manager for the CPFS Project

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

About the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. In Indonesia, since January 2022, the Corruption Prevention in the Forestry Sector (CPFS) project is supporting the Indonesian Corruption Eradication Commission KPK to fulfil its mandate with a focus on corruption prevention in the forestry sector. By supporting the KPK the project improves the effectiveness of corruption prevention in the forestry sector. By strengthening the capacity of relevant actors at national, provincial, district levels and the private sector for streamlining planning and licensing according to law, it also contributes to a coherent national and regional policy and regulation of the forestry sector.

Currently the project are working on four key work areas: (1) regulatory and integrity standards in the forest sector through analysis, legal expertise, research and advocacy; (2) Strengthening the institutional capacity of the KPK, local governments and their administrative bodies and (3) improves the participation of local communities, NGOs, IPs and companies in state-led corruption prevention in the forest sector. In relation to geographical coverage, it was agreed between KPK and BMZ that the Project will work in the provinces of West Papua and Papua (4) Framework for preventing corruption in the Renewable Energy sector is developed and implemented.

The Corruption Prevention in the Forestry Sector (CPFS) is seeking two qualified Indonesian candidates for the following position:

Trainee – Corruption Prevention in the Forestry Sector

A. Responsibilities

Supporting the CPFS in implementing its activities related to field, communication, administrative as well as general tasks of project management.

B. Tasks

The aim of a traineeship with the CPFS is to give the trainee an insight into the inner workings of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and its project implementation, particularly CPFS project that working for preventing corruption in forestry sector.

As part of their learning process, the trainee will be working closely with and assisting the Technical Advisor(s), in the following area:

Support for organization of various Online, Offline and Hybrid Events/ Meeting/ Trainings/ Seminars/ Workshops/ FGD and Socialization of CPFS activities incl. in the project pilot regions (Papua Land):

- Assist Technical Advisor in preparing the logistics of the event
- Assist Technical Advisor in preparing the requested letters and the letters dissemination
- Assist Technical Advisor in contacting the potential audience
- Assist Technical Advisor in preparing Request for Events
- Assist Technical Advisor in looking for various necessary service providers, among other interpreters, video conference streaming, printing companies, venues
- Supporting Technical Advisor in application development
- Providing support to IT officers for technical matters during offline event (assist in set up video and camera)
- Preparing the supporting document for invoice verification (list of participants or other necessary documents)

Support for Implementation of Studies of CPFS:

- Assist in collecting data
- Assist in data processing

Support for database management of CPFS:

- Assist in updating the database
- Assist in data processing

Support for Monitoring and Evaluation:

- Data collection on activities level
- Supporting collecting and compiling cost sharing data
- Assist collecting required document as evidence-based for the project monitoring and evaluation

Support for Communication:

- Assist in coordinating, implementing, and monitoring communications work (e.g., social media, website articles, documentation of meeting such as minutes and photos, video making for public service announcement, etc.)
- Assist the advisors in developing articles and preparing social media post for the events
- Attending discussion and meetings while required
- Taking meeting minutes (notes, protocols) to be reviewed by technical advisor(s)
- Learn how to provide an updated report to the Technical Advisor(s) and to provide summary of each activity

Required qualifications, competences, and experience

Qualifications

- Fresh graduate, bachelor's degree or final year student in international relations, forestry, journalistic, communication, law, or other relevant fields.
- Basic knowledge and familiarity on anti-corruption or forestry issues particularly in Indonesia.

- Experience in conducting desk research, working on event management, copy writing, and experience in managing social media will be an advantage.

Other knowledge, additional competences

- Good communication and organisational skills
- Good command of Ms. Office (Excel, PowerPoint, Word) and design tools (Canva, Adobe, etc)
- Experience in Information Technology, especially AI or web programming will be an advantage
- Proficiency in English and excellent writing skills
- Ability to work in a team and to adapt to an intercultural working environment.

Please be informed that you are only allowed to apply for this traineeship, if you are currently enrolled as a student or graduated not longer than one years ago.

Duty Station: Jakarta

Working Hours: 5 working days per week, 8 working hours per day

Duration: 4 months

Expected Joining Date: as soon as possible.

Direct Supervisor: Project Manager

Interested candidates shall submit comprehensive resume and a motivation letter to: recruitment-indo@giz.de at the latest **August 11th, 2025**.

Please put: **TraineeCPFS2025** as your email subject and name the files using following format: **[Your Complete Name] [Motivation Letter/CV]** (i.e: **Nakula Sadewa _CV** or **Nakula Sadewa _Motivation Letter** or **Nakula Sadewa _Reference**)

Only short-listed candidates will be notified

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