

Job Vacancy Announcement

Reference No:	081
Project:	Energy Programme Indonesia/ASEAN anchored to "Green Energy"
Position:	Project Advisor – Energy Programme Indonesia/ASEAN
Location:	Jakarta
Expected to join:	ASAP
Reporting to:	AV/DV

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government. We work to shape a future worth living in over 120 countries around the world.

About the project

In Indonesia, GIZ's Energy Programme Indonesia acts as trusted partner and technical advisor to the Government of Indonesia for the transition towards a sustainable energy system. It works across five thematic areas:

- Power system transformation
- Sustainable energy finance
- Industry decarbonisation
- Island energy solutions
- Just Energy Transition

The Advisor provides technical and coordination support for project implementation activities internally within GIZ and with government partners.

The Advisor will support the coordination of projects, work closely with project teams, and cross-cutting units including the Energy Programme's internal Admin Service Unit and Communications Unit.

GIZ seeks one (1) motivated and qualified Indonesian candidate for:

Project Advisor – Energy Programme Indonesia/ASEAN (Job title in SAP: Advisor)

A. Core Tasks

In your role you are responsible for the technical, substantive and organizational implementation of a project's measures and activities. In consultation with your line manager, you also assume tasks related to planning, steering and monitoring the project, including project administration tasks in some cases. You are also responsible for providing specialist support to colleagues I bands 2 and 3, and ensure the quality of the commission's outcomes.

In addition you contribute to the conceptual design of the project, in particular its modifications or realignment.

You make technical and substantive contributions to overarching issues in cooperation with commissioning parties/clients, partners and other actors and thereby support the achievement of the agreed objectives of the respective of the project and provide impetus for further strategy development.

In coordination with the country director and your line manager, you also use your contacts for the acquisition of the contracts on behalf of the company.

In consultation with your team colleagues and line managers, you also coordinate all issues within your area of work and ensure that they are dealt with promptly and competently. You resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation. If required, you also support other experts in familiarizing themselves with and performing their tasks.

You perform the tasks assigned to you by your line manager, where required.

B. Task and Responsibilities

- Provide technical advice across energy relevant activities (capacity development measures, policy advice)
- Support project activities through planning, coordination and project management working closely with the team lead, technical advisors, consultants, as well as internal service units (admin, communications),
- Identify risks and issues through available project management system (e.g. internal risk management tools, calendar of events) and track progress
- Support procurement processes for vendors or consultants handled by technical advisors and in collaboration with the admin service team (formal quality control for TOR and procurement process, tracking and documentation, consultant steering, and contract-related admin with external consultants)
- Organize and support events and consultant missions, including logistics, venues, interpreters, and local arrangements.
- Act as a bridge between advisors, service units (admin and communication), and external partners to ensure smooth coordination in project implementation
- Maintain records, contact databases, and manage project filing systems, including SharePoint and DMS organization and clean-up, ensure proper documentation and information sharing with in and external parties
- Support project, programme and activity planning and reporting, as well as regular progress tracking, monitoring and evaluation, ensuring reporting standards, designs and deadlines are met

The brief profile is not intended to provide a full and complete description of the tasks. While this position is formally anchored under the Green Energy Project, the Advisor is expected to support project management tasks across the Energy Programme.

C. Required qualifications, competences and experience

Qualifications

- A bachelor's degree (minimum) in public administration, business, project management, event organisation, or a related field.
- 4+ years of relevant experience in admin, coordination, or project support roles, ideally in development cooperation.
- Strong coordination, tracking, and follow-up skills with a proactive, reliable working style.
- Experience with project management processes including monitoring and evaluation, project planning, reporting, quality assurance etc.
- Familiarity with basic accounting, budgeting, or financial documentation processes.
- Understanding of Indonesian government procedures and communication formats is a strong advantage.
- Adept at managing routine administrative tasks, document formatting, and compliance processes.
- Proficiency in MS Office and SharePoint; experience with GIZ systems is a plus.
- Excellent communication skills in Indonesian and English, both spoken and written

Duty Station: Jakarta

Joining Date: asap

Direct Supervisor: AV/DV

Please submit your motivation letter and comprehensive resume (including training and list of references) to recruitment-indo@giz.de by **28 October 2025** with subject line **EP-PAdvisor**

Please name your file as follow format:

[Your Complete Name] [Motivation Letter/CV/Latest Education Certificate] (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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