

Job Vacancy Announcement

Reference No:	100
Project:	Energy Programme Indonesia/ASEAN anchored to "Green Energy"
Position:	REPOST - 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, the **Energy Programme** acts as trusted partner and technical advisor to the Government of Indonesia for the transition towards a sustainable energy system.

We work across five thematic areas:

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

The Project Coordinator provides **management, coordination, and organisational support** to ensure effective implementation of activities across project components. The position requires close cooperation with Leads, technical advisors, and the Programme's Admin Service Unit.

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

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

A. Task and Responsibilities

- Ensure cohesive coordination across all project components, supporting planning, alignment, and information flow so that activities are well connected and jointly implemented.
- Manage annual planning and progress monitoring, including tracking milestones, deliverables, partner contributions, and consultant assignments.
- Coordinate project management systems and documentation, including filing structures, reporting inputs, and maintaining up-to-date project information on internal platforms.
- Support contract and procurement processes, including preparation of documentation, coordination with the Admin Service Unit, and follow-up on contract implementation.

- Lead the organisation and logistics of events, workshops, and field missions, acting as the link between technical advisors, contractors, and the admin team.
- Collect inputs and draft contributions for reporting and communications, including success stories, activity summaries, photos/quotes, and updates for internal and external reports.
- Facilitate communication and collaboration across advisors and components, ensuring timely follow-up on requests and assisting with cross-cutting coordination needs.
- Support capacity development efforts, including planning training activities and coordinating with partner institutions and advisors.

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 Project Coordinator is expected to support project management tasks across the Energy Programme.

B. Required qualifications, competences and experience

Qualifications

- Master's degree in project management, business administration, public administration, or a related field.
- At least 3 years of professional experience in project coordination, programme support, or administration in a multi-stakeholder environment.
- Strong familiarity with project management standards, organisational procedures, and internal compliance requirements.
- Experience with contract management, procurement processes, and financial or budget monitoring.
- Proficiency in using digital project management and documentation systems.
- Excellent organisational skills, with demonstrated ability to manage complex workflows and coordinate across teams.
- Strong communication skills, including ability to draft clear reports, summaries, and internal communication inputs.
- Excellent command of English and Indonesian; fluency in German is a notable advantage

Duty Station: Jakarta

Joining Date: asap

Direct Supervisor: Power System Transformation Lead

Please submit your motivation letter and comprehensive resume (including training and list of references) to recruitment-indo@giz.de by **30 December 2025** with subject line **EP-PAdvisor[Repost]**

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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