

## Job Vacancy Announcement

Reference No:	099
Project:	Energy Programme Indonesia/ASEAN anchored to "ENTRI Project"
Position:	Junior Advisor – (South-South Triangular Cooperation Junior Advisor)
Location:	Jakarta
Expected to join:	ASAP
Reporting to:	Project Manager

### 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 Transition Cluster / Energy Programme Indonesia acts as trusted partner and technical advisor to the Government of Indonesia for the transition towards a sustainable energy system.

The Energy Transition Cluster of GIZ Indonesia works across five thematic areas:

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

The Junior Advisor provides technical and project coordination tasks in support of the implementation of project activities internally within GIZ and with implementation and government partners.

The Junior Advisor will support across the overall implementation of the project, hereby working closely with the project team, the Energy Programme's internal Admin Service Unit, and the Communications team.

GIZ is recruiting an Indonesian qualified candidate for the position of:

## **Junior Advisor (South-South Triangular Cooperation Junior Advisor)**

### **A. Core Tasks**

In your role, you support the officer responsible for the commission in implementing the technical, content-related and organizational aspect of the commission. In consultation with your line manager, you collaborate on planning and steering tasks and on monitoring the activities and measures. You also respond promptly and competently to matters that fall

within your assigned thematic area, where applicable in consultation with experienced specialists, and following consultation remain available to answer further enquiries.

You may be assigned individual tasks in connection with project administration and project implementation. You participate in the conceptual design of the project, in particular in the modification or realignment of the project. You provide technical and substantive contributions to overarching issues in cooperation with commissioning parties/clients, partners and other actors and thereby support strategy development.

In coordination with the country director and your line manager, you also use your contact for the acquisition of job orders on behalf of the company. Working with experienced specialists 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 clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act with due regard for compliance rules and P+R. You deal with the matters and job orders assigned to you with due regards for all the legal, contractual, socio-political and corporate policy requirements and the instructions of your line manager and follow up the processing and completion of those tasks.

Working with experienced specialists, 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.

In addition, you deal with all associated matters in your thematic area promptly and competently.

You provide support for knowledge management and ongoing process development in your area of responsibility. You also prepare and share documentation.

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

## **B. Main Activities**

- Assist and support activities within ENTRi including coordination with strategic partner – the Indonesian Ministry of Energy and Mineral Resources (MEMR), and other relevant stakeholders – in the context of ensuring business process on SSTC RE is implemented
- Conduct background research for different needs in relation to SSTC beneficiary country, such as specific sector for partnership, stakeholders, risks and other context as required by the project
- Support the implementation of SSTC activities, and other relevant ENTRi activities, in coordination with strategic partner, and other stakeholders of ENTRi including the reporting and monitoring of results
- Support advisors in managing consultants and/or resource person especially on substantive, technical, and some administrative issues
- Support the monitoring of activities' progress including filing, collecting lessons learned, processing the collected information, and distributing relevant information to stakeholders
- Together with project officer of the project, support the development of knowledge management for the project which will feed to reports, impact stories, and other relevant information to project's stakeholders

- supports cooperation and regular contact with partners, relevant national and international organisations, non-governmental agencies and individuals in the project environment as well as with other projects in Indonesia and in SSTC beneficiary countries to improve and maintain good working relationships

*The brief profile is not intended to provide a full and complete description of the tasks. While this position is formally anchored under the Renewable Energy Mini Grids for South South Triangular Cooperation in Indonesia (ENTRI) Project, the Junior Advisor is expected to support project management tasks across the Energy Programme.*

### C. Qualifications and specialist knowledge

#### Qualifications

- A bachelor's degree (minimum) in public administration, international relations, policy studies, and/or other relevant studies,
- at least 2 (two) years research experience on international development cooperation including on triangular cooperation,
- previous experience in preparing and implementing events and capacity development measures (conference, delegation trips, trainings, dialogues, etc.) is an asset,
- Previous experience working/traineeship with/for line ministries is an asset,
- strong organisational competence with good communication and coordination skills
- Excellent interpersonal and negotiation skills and ability to liaise and communicate effectively with governments
- Excellent communication skills in Indonesian and English, both spoken and written
- Very good understanding of working with MS Office software suites  
Very good understanding of social media content development would be an advantage

**Duty Station:** Jakarta

**Joining Date:** ASAP

**Direct Supervisor:** Project Manager

Please submit your motivation letter and comprehensive resume (including training and list of references) to [recruitment-indo@giz.de](mailto:recruitment-indo@giz.de) by **December 11<sup>th</sup>, 2025** with subject line **ENTRI\_JA**

**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.**

GIZ Office Indonesia – Human Resources Unit  
Menara BCA, 46<sup>th</sup> Floor, Jl. MH Thamrin No. 1, Jakarta 10310, Indonesia  
[www.giz.de](http://www.giz.de)