

## Job Vacancy Announcement

Reference No:	106
Project:	Energy Programme Indonesia/ASEAN
Position:	Junior Advisor
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 GIZ 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 Programme 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 supports the implementation of activities under the GIZ Energy Programme with focus areas of leveraging private sector roles and contribution in development activities. He/she assists in planning, coordination, and execution of cross-programmatic activities as well as selected project activities while gradually taking on more responsibility for more complex, content-related tasks. The position is part of the Private Sector Unit team, and requires close cooperation with Thematic Leads of the Programme, technical advisors, and the Programme's Admin Service Unit. He/she will liaise, cooperate and actively build and maintain network of private sector entities which includes national and multi-national companies, private foundation, industry associations, financiers, and private sector enabling institutions.

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

## Junior Advisor – Energy Programme

### 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**

- Support the Lead of the Private Sector Unit of the Energy Programme in planning and facilitation a strategic approach to private sector cooperation in the energy transition topic and its interactions with various industries and businesses in Indonesia and beyond such as ASEAN, German, and European business communities.
- Knowledge management through keeping databases up to date, collecting, storing and sharing knowledge products and creating and updating own documents.
- Actively support safeguarding GIZ from risks via screening of news, various media, and running background checks on selected private sector entities, while ensuring compliance based on existing legal standards in Indonesia and Germany.
- Coordinative tasks such as organization of meetings, coordination of document creation with many stakeholders (e.g., NDAs, MoUs), monitoring of incoming communication events, workshops, and field missions, acting as the link between technical advisors, contractors, partners, and the admin team.
- Support and coordinate with communication specialists in collecting inputs and draft contributions for reporting and communications, including evaluation surveys, success stories, activity summaries, photos/quotes, media monitoring and press releases, and updates for internal and external reports.

- Support contract and procurement processes including preparation of documentation, coordination with the Admin Service Unit, and follow-up on contract implementation.
- 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 role will be anchored under the Private Sector Unit as a cross-programmatic approach to the Energy Programme. The brief profile is not intended to provide a full and complete description*

### C. Qualifications and specialist knowledge

#### Qualifications

- Bachelor's or Master's degree in management, business administration, international business, business law or a related field.
- Minimum of 3 years of professional experience in programme support, business relation, marketing function in multi-stakeholders' environment.
- Strong familiarity with private sector and business network, business administration, organisational procedures, and internal compliance requirements.
- Experience with stakeholder relations, knowledge management and record keeping, and project management.
- Proficiency in using digital tools and documentation systems.
- 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:** Private Sector Unit Lead

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 31<sup>st</sup>, 2025** with subject line **JA-EP**

**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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