

Traineeship Vacancy Announcement

Reference No:	013
Project:	Clean, Affordable, and Secure Energy for Southeast Asia (CASE)
Position:	Trainee on Project Coordination and Learning Documentation
Location:	Jakarta - Indonesia
Expected to join:	1 April 2026
Reporting to:	Project Lead, and the Organizational Development and Management Advise Advisor

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development.

About the project

GIZ is currently implementing a program, funded by the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN), called “Clean, Affordable, and Secure Energy for Southeast Asia (CASE)”, PN. 2018.9078.9-003.00. The CASE programme aims to drive change in the power sector in Southeast Asia (SEA) towards increased ambition concerning climate change. It focuses on the four main SEA countries, including Indonesia in terms of energy demand, and foresees regional interventions. Overall, the program aims to change the narrative of the direction of the energy sector in SEA has substantially shifted towards an evidence-based energy transition (ET), aiming to increase political ambition to comply with the Paris Agreement.

Anchored in Indonesia with the political partner the Ministry of National Development Plan/National Development Planning Agency (PPN/Bappenas), the program CASE is implemented by GIZ Indonesia and the Institute for Essential Services Reform (IESR) with further support from international partners, Agora Energiewende and New Climate Institute. CASE will propose evidence-based narrative as solutions to answer the challenges met by decision-makers in the design and implementation process of the energy system of the future and build societal support around those solutions to achieve energy transition. Evidence-based solutions derived from a joint fact-finding approach, involving expert analysis and dialogue to work towards consensus by narrowing areas of disagreement.

The project objective is to be achieved through three areas of intervention, clustered in five outputs:

- **Output I - Research and Evidence:** The evidence base for an energy transition in SEA is improved.
- **Output II - Transparency and Mapping:** Transparency and coordination of activities related to energy transition is strengthened to maximize synergies.
- **Output III - Dialogue (non-energy sector):** The dialogue on energy transition within government (and public) bodies is improved.
- **Output IV - Technical Assistance (energy sector):** Capacities of key energy sector stakeholders on energy transition are strengthened.
- **Output V - Promoting public discourse:** A public discourse on energy transition is established

The programme is implemented through coordinated project activities, stakeholder engagement, and continuous learning to support evidence-based energy transition efforts. Within this context, the CASE Indonesia team relies on well-structured coordination and purposeful documentation of insights and results. The trainee will contribute by supporting these processes, helping ensure that project implementation is consistently followed up and that key learnings are captured and translated into usable knowledge.

To support the thematic area, we seek one (1) motivated and qualified Indonesian candidate for:

Trainee on Project Coordination and Learning Documentation

A. Responsibilities

The trainee will support the CASE Advisor in day-to-day project coordination and learning documentation activities. The role is designed to provide practical exposure to project operations while contributing to structured follow-up, documentation, and learning processes within the CASE Programme.

Working under direct supervision, the trainee is expected to contribute to day-to-day project coordination and learning documentation, while gaining exposure to project management practices within a multi-stakeholder and development cooperation context.

The trainee will be accountable for the following areas, but not limited to:

1. Supporting follow-up of project activities by assisting with tracking progress, timelines, and agreed actions based on inputs from Advisors and activity focal points.
2. Assisting in maintaining organized project documentation, ensuring that key records, working files, and activity materials are complete, updated, and accessible in accordance with agreed standards.
3. Contributing to project reporting processes by compiling information, organizing data, and preparing draft inputs or summaries for review by the Advisor.
4. Supporting knowledge management and learning process, including the preparation of lessons learned notes, reflections, and basic communication materials derived from project implementation.

B. Tasks

Under guidance from the Advisors and in collaboration with other team members, the Trainee will perform the following tasks:

1. Assist with tracking project implementation, including updating follow-up lists, timelines, and coordination notes using agreed tools and templates.
2. Compile, organize, and maintain project documentation, such as meeting minutes, activity reports, and supporting materials in shared folders and collaboration platforms.
3. Support the preparation of draft project outputs, including internal updates or reporting inputs, by consolidating information from different activities and teams.
4. Prepare learning-oriented deliverables as part of the traineeship, including: lessons learned documentation, short impact stories, and draft content for internal or external communication (e.g. newsletters, reports), for review and finalization by the Advisor.

C. Required qualifications, competencies and experience.

- Fresh graduate, bachelor's degree or final year master's student in energy, environment, international relations, public policy, social science, or other relevant fields.

- Basic knowledge and familiarity on energy transition or power sector and environmental issues and policies, particularly in Indonesia.
- Prior exposure to project management methodologies, organizational skills, including monitoring, evaluation, reporting and learning would be advantageous.
- Familiarity with Microsoft Teams and other standard collaboration tools
- Good communication, organisational and project management skills.
- Good command of Ms. Office, which include Excel, PowerPoint, and Word, especially Teams.
- Proficiency in English and excellent writing skills.
- Comfortable preparing and reviewing written materials such as briefings, reports, or summaries
- Able to work independently, while coordinating regularly with supervisors and team members and adapt to an international working environment.

Please note that you can only apply for this traineeship if you are currently enrolled as a student, or your graduation was no longer than one year ago.

Duty Station: Jakarta

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

Expected Joining Date: April 1st, 2026, until September 30th, 2026 (6 months)

How to apply:

To apply, please submit your motivation letter along with the attached CV format. Ensure your application includes a comprehensive list of training and professional references. After completed, please send to recruitment-indo@giz.de by the latest on **February 23rd, 2026**, with subject line **CASE – Trainee on PCLD**.

Please name your file as follow format:

[Your Complete Name]_[Motivation/CV/Latest Education Certificate] (i.e: **Nakula Sadewa_CV** or **Nakula Sadewa_Motivation Letter** or **Nakula Sadewa Reference**) *the attachments are not more than 300 KB.*

Only short-listed candidates will be notified.