

## Job Vacancy Announcement

Reference No:	016
Project:	Energy Hub
Position:	Energy Hub Secretariat Team Lead
Location:	Jakarta - Indonesia
Expected to join:	a.s.a.p.
Reporting to:	Cluster Coordinator

### 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

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

GIZ is further tasked to represent and consolidate the overall GER-IDN Energy Cooperation portfolio, a task that is undertaken under the umbrella of the German-Indonesian Energy Cooperation Hub (Energy Hub). A Secretariat is responsible for external representation and communication, facilitation of coordination and cooperation across the larger portfolio of implementing organisations, and the organisation of major flagship events. The Secretariat further has the responsibility to engage with the ministries under the Team Germany and Team Indonesia partners.

The Team Lead of the Energy Hub Secretariat is responsible for the management of the Secretariat, leading the team, liaising with Indonesian government partners, and ensuring engagement with all German-funded implementing organisations.

We seek one (1) motivated and qualified Indonesian candidate for:

### **Energy Hub Secretariat Team Lead**

(Job Title in SAP: Project Leader)

#### **A. Core Tasks**

You are responsible for the technical, content-related and organisational implementation of the commission awarded to GIZ. You are assigned responsibility for managing the staff members involved in the commission.

You ensure the planning, steering, organisation and monitoring of the project's activities. A key part of your duties involves drafting plans of operations, managing the budget, managing assigned contractors and steering and providing advisory and support inputs to partners. You are also responsible for providing specialist support to colleagues in bands 2 and 3 and ensure the quality of the commission's outcomes.

You bear responsibility for security and crisis management for project staff as described in the framework for action entitled 'Security and crisis management in foreign countries'. You are also responsible for matters related to occupational health and safety law.

You also work together with other units on ensuring that the required technical and methodological competence is in place, and on designing concepts for quality and knowledge management themes such as development, change management and reorientation.

In consultation with your line manager, and possibly with the divisions responsible for specific thematic areas, you liaise with commissioning parties, government bodies and political actors in the country and in the development cooperation community regarding matters in your focal area or sector and support strategic development if necessary.

In consultation with the country director or your line manager, you use your contacts both to act as a point of liaison for all matters in your specialist field and to strengthen alliances and cooperation arrangements on behalf of the company.

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

## **B. Main Activities**

- Lead the Energy Hub Secretariat team and ensure disciplinary leadership, personnel development and team oversight
- Ensure smooth planning and implementation of the activities under the Secretariat, including financial and administrative oversight, monitoring and reporting, and close coordination with the larger Energy Programme teams and themes.
- Act as Senior Government Liaison as part of the Energy Programme leadership team and contribute to strategic planning and stakeholder management in support of the Energy Programme;
- Ensure Energy Programme overarching cooperation with Indonesian government partners, in particular ESDM, and ensure smooth preparation and facilitation of annual steering and programming timelines and agreements
- Develop and maintain partner relationships and networking with German implementers, and ensure their active engagement in different Secretariat activities
- Gather a deep understanding of the GIZ Energy Programme activities and strategy, and ensure identification of key success stories and strategic highlights to be presented to partners and external stakeholders
- Ensure timely and targeted internal and external communication of the results and impacts of the implemented activities in collaboration with the Energy Programme leadership team in different forms in front of different audiences

- Ensure close interlinkage, exchange, overview and cooperation with other cross-cutting units within the Energy Programme, including the Policy Unit, the Private Sector Unit and other cross-cutting topics (digitalization, gender, etc)

The brief profile is not intended to provide a full and complete description of the tasks.

### C. Qualifications

- University degree in economics, engineering, business administration, political science or similar relevant field, master's degree preferred
- More than 10 years working experience in energy transition, renewable energy, preferably in the context of development cooperation
- Proven leadership experience at least 7 years and acting as senior advisor / stakeholder liaison
- Deep understanding of Indonesia's energy stakeholder landscape
- Strong network with Indonesian ministries, SOEs and across the larger stakeholder landscape within the energy field
- Excellent stakeholder management skills, strong communicator
- Excellent written and verbal communication, interpersonal and presentation skills
- Outstanding conceptual and strategic thinking skills
- Previous experience in procurement and steering of external international and consultants
- Good communication and coordination skills, intercultural competences, and confident dealing with high-ranking representatives of the national and local partners.
- Very good knowledge of IT, communication technologies, and relevant computer applications (e.g., MS Office).
- Excellent written and oral knowledge of Bahasa Indonesia and English (at least C2 level).
- Availability to follow the code of conduct of the organisation.

**Duty Station:** Jakarta

**Expected Joining Date:** a.s.a.p.

**Direct Supervisor:** Energy Transitions Cluster Coordinator

#### How to apply:

To apply, please submit your motivation letter along with your CV. Ensure your application includes a comprehensive list of training and professional references. After completed, please send to [recruitment-indo@giz.de](mailto:recruitment-indo@giz.de) by the latest on **July 5<sup>th</sup>, 2026**, with subject line **Energy Hub – EH Secretariat Team Lead**.

**Kindly state your joining availability, current gross monthly income, and desired gross monthly salary range within your cover letter.**

**Please name your file as follow format:**

[Your Complete Name] [Motivation/CV/Latest Education Certificate] (i.e: **Nakula Sadewa \_CV** or **Nakula Sadewa \_Motivation** or **Nakula Sadewa \_Reference**) – *the attachment shall not exceed 300 kb.*

**Only short-listed candidates will be notified**